



## **Code of Studies**

Slovak University of Agriculture  
in Nitra

(complete wording)

Internal Regulations

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## **Part One**

### **Basic characteristics**

#### **Article 1**

##### **Introductory provision**

1. The Code of Studies (hereinafter referred to as the "Code") of the Slovak University of Agriculture (hereinafter referred to as "SUA") is issued pursuant to § 15 par. 1 (b) of the Act No. 131/2002 Coll. on higher education institutions and on amendments of certain laws, as amended (hereinafter referred to as the "Act") and the Statute of SUA as an internal regulation of SUA and adapts the rules of Bachelor, Master and Doctoral study programmes at SUA.
2. The SUA Code is mandatory for all students, pedagogues and other SUA employees who provide and ensure organization of University education.

#### **Article 2**

##### **Field of study, study programme and joint study programmes**

1. SUA provides higher education in the study programmes of Bachelor, Master and Doctoral levels of study.
2. In terms of organization, study programmes (hereinafter referred to as "SP") are conducted and provided by the Faculties, which are responsible for implementing and quality of education.
3. The Dean of the Faculty (hereinafter referred to as the "Dean") has the right to decide or act on matters identified in this Code within the study programmes conducted by the Faculty.
4. SP is a set of courses consisting of educational activities and combinations thereof, and a set of rules drawn up in a way that enables students, who successfully pass it, including the state examination, to acquire higher education in the relevant level of study.
5. The Faculty may, in cooperation with other higher education institutions, including institutions located outside the territory of the Slovak Republic, provide accredited joint study programmes, the creation of which is shared by all cooperating institutions. Agreement of cooperating institutions defines the conditions of cooperation, which determine in particular the conditions for admission to the joint SP, conditions for graduation, details of study organization, granting academic degree and details of documents for completion of study. A student admitted to study of a joint programme is a student of all cooperating institutions during his/her study (it does not apply to statistical and budgetary purposes if the student is considered a student of the institution which provides his/her education in the relevant part of study). The agreement on joint study programmes also adjusts the validity of internal regulations of higher education institutions for students of joint study programmes and determination of their academic rights and obligations in accordance with the internal regulations of the institution and the law of the country in which the study takes place.

**Article 3**  
**Bachelor, Master and Doctoral SPs**

1. Education at SUA is done at three levels of study:
  - a) I level – Bachelor study,
  - b) II level – Master study,
  - c) III level – Doctoral study.
2. Education at all three levels of study ends with state examination and defence of a (Bachelor, Master, and Doctoral) thesis.
3. SP graduates gain higher education at the relevant (first, second, third) level granting the relevant academic degree (Bachelor, Master, Philosophiae Doctor).

**Article 4**  
**Forms and methods of study, duration of study**

1. SP takes place in a full-time or a part-time form of study.
2. Full-time form of study is, in terms of time complexity of student work, including individual study and creative activity, organized in the range of 1 500 to 1 800 hours per academic year.
3. Part-time form of study is organized in the range of 750 to 1 440 hours per academic year, including individual study and individual creative activity of the student.
4. Educational activities are carried out through attendance, distance or combined methods. Considering the full-time and part-time forms, SP is carried out by the same method. Any necessary differences shall not have any negative impact on educational results.
5. Standard duration of study is determined by SP and expressed in academic years.
6. Standard duration of study for a Bachelor SP, including practice shall be
  - a) at least three and no more than four academic years in the full-time form of study,
  - b) at least four and no more than five academic years in the part-time form of study.
7. Standard duration of study for a Master SP, including practice shall be
  - a) at least one and no more than three academic years in the full-time form of study,
  - b) at least three and no more than four academic years in the part-time form of study.
8. Standard duration of study for a Doctoral SP shall be
  - a) three or four academic years in the full-time form of study,
  - b) four or five academic years in the part-time form of study.
9. The study under SP shall not exceed its standard duration by more than two academic years.

## **Part Two**

### **Bachelor and Master levels of study**

#### **Article 5**

##### **Admission procedure**

1. General conditions for admission of applicants to study in individual study programmes and the conditions for the admission procedure are stipulated in § 55, § 56 and § 58 of the Act. An applicant, who has finished his/her study at a recognized secondary or higher education institution abroad, shall submit an officially certified decision on recognition of the document on education issued by a relevant authority in the Slovak Republic (District Office located in the seat of a Region, recognized higher education institution or the Ministry of Education, Science, Research and Sport of the Slovak Republic) in accordance with the Act No. 422/2015 Coll. An applicant for study of a joint study programme shall also comply with the conditions laid down in the agreement pursuant to § 54 (a) of the Act and an applicant for study within the framework of an academic mobility shall also meet the conditions of exchange programme pursuant to § 58 (a) of the Act.
2. The basic condition for admission to a Bachelor SP is the acquisition of a complete secondary education or a complete secondary vocational education.
3. An applicant, who fails to meet the basic conditions for admission to study at the time of verification of compliance with the conditions for admission, may be admitted to study conditionally and be required to demonstrate the compliance with the basic conditions for admission to study not later than on the date set for enrolment in study.
4. The basic conditions for admission to study of a Master SP is the higher education of the first or the second level, while the sum of the number of credits obtained in the previous education and the number of credits required for the proper completion of the SP of the second level the applicant applies for must be at least 300 credits.
5. The Faculty may define other conditions for the admission to study in order to ensure the admission of applicants who have received the highest level of study skills and qualifications pursuant to § 57 of the Act.
6. If the admission examination is included in the verification of the ability to study, based on his/her request and the assessment of his/her specific needs [§ 100 par. 9 (b)], an applicant with special needs will be provided the form of admission examination and the way of its implementation taking into account his/her specific needs.
7. The Faculty publishes the deadline for the submission of applications for study, admission conditions in accordance with par. 2 of this Article, the term and the method of verification of the compliance with the conditions, and if the admission examination is included in the verification of the ability to study – the form and the framework contents of the examination and the method of evaluation of its results as well – in time, not later than on 20 September in the academic year preceding the academic year when the study begins in case of a Bachelor study programme, and not later than two months prior to the last date set for the submission of applications in case of other study programmes. The Faculty publishes the abovementioned information on the official notice board of the Faculty and in a bulk manner in accordance with

the Freedom of Information Act. The Faculty also publishes the information on the number of applicants, which it intends to admit to study of the relevant study programme, in the same way.

8. An applicant who has received the decision on rejection to study may submit an application for review of the decision. He/she submits the application to the Dean of the Faculty within eight days from the date of the receipt of the decision.
9. If the applicant does not show interest in the study, or does not provide the information whether he/she will enrol in study at the time specified by the Faculty, he/she shall cease to be entitled to enrol in study of the relevant study programme. The Faculty shall cancel the decision, by which another applicant in order according to the results of the admission examination was not admitted to study, and issue a new decision on his/her admission to study.

### **Article 6**

#### **Academic year**

1. The academic year begins on 1 September of the current year and ends on 31 August of the following year.
2. The academic year is divided into winter and summer semesters. Each semester consists of teaching part and examination period. Teaching is divided equally over the whole semester. The examination period lasts at least 4 weeks. Academic calendar may also be modified in other ways in the last semester of study.
3. After the approval in the Academic Senate of SUA, the Rector sets the academic calendar for the following academic year at the beginning of the second quarter of the current year. Deans of the Faculties supplement the academic calendar with the dates specific for the Faculties.

### **Article 7**

#### **Organization of educational activities**

1. Each course of SP is delivered through educational activities, which consist mainly of lectures, seminars, practice, theses, project work, laboratory work, internships, excursions, and working, professional and diploma practice. All the activities are provided by professional departments, which are competent in the relevant area and which teach courses with the relevant content in other study programmes as well and regardless of their formal inclusion in the relevant Faculty.
2. There are professors and docents lecturing at all levels of study; selected chapters are delivered by professional assistants with the academic degree of the PhD. (CSc.), researchers, important external experts and visiting foreign pedagogues with the consent of the supervisor of the course. Other educational activities are provided in particular by professional assistants, assistants and doctoral candidates.
3. Organized forms of educational activities are supplemented with individual consultations, the terms of which pedagogues publish in the premises of the relevant department.
4. The supervisor of the course prepares time and content schedule and publishes specific information on teaching of the course and the content of lectures and practice,

conditions for granting credits for the credit pass<sup>1</sup>, requirements for examination, and compulsory and recommended literature titles in the first week of the semester.

5. The duration of one lesson is 45 minutes at all Faculties of SUA. The two-hour lectures last 90 minutes and are carried out with no breaks.
6. The participation of students in all educational activities is required.

## **Article 8**

### **Credit system**

1. SUA uses a flexible study system with credit evaluation of courses in accordance with the principles of the European Credit Transfer System (ECTS) § 62 of the Act. The credit system is based on accumulation and transfer of credits. Credits are numerical values assigned to courses, based on which a student's workload associated with passing of individual courses of SP is evaluated.
2. The credit system allows students to choose the pace of study. Each course of SP has a number of assigned credits that a student obtains after successful completion of the course. Credits obtained for the completion of the course are counted. Students can obtain credits for each course of SP only once during the study.
3. By completing the recommended study plan of the SP, a full-time student obtains 60 credits and a part-time student obtains no more than 48 credits in every academic year. The recommended study plan is designed in such a way that its completion enables the student to obtain a prescribed number of credits required for the proper completion of study in its standard length.
4. The number of credits required for the proper completion of the study is
  - a) at least 180 credits for a Bachelor SP with the standard duration of study,
  - b) at least 60 credits for a Master SP with the standard duration of study being one year (120 credits in SP for full-time study with the standard duration of study being two years).
5. Credits obtained for the completion of only a part of study at a Faculty of SUA, a higher education institution in the Slovak Republic or abroad based on a learning agreement are recorded on the basis of a transcript of records issued by the higher education institution, at which the student obtained them.
6. Credits obtained by a student in a previous study at another higher education institution in the Slovak Republic or abroad can be recorded by the Dean of the Faculty in accordance with the relevant SP upon a written request within a period of five years from the completion of recognized courses.
7. A student can choose a layout of credits taking into account the conditions referred to in Article 4 par. 9 of this Code. An extension of study over the standard duration of SP is connected with the payment of a tuition fee pursuant to § 92 of the Act.

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<sup>1</sup> Credit pass is a form of completion of a course and a prerequisite for obtaining credits assigned to the relevant course expressing fulfilment of requirements



## **Article 9**

### **Study plan and courses**

1. The study plan of a student specifies time and content sequence of courses and forms of evaluation of study results. The student is obliged to create his/her study plan either on his/her own or in the cooperation with a study advisor within the established rules of the relevant SP in accordance with the Code of Studies of the relevant Faculty. The study plan shall be created by the enrolment in courses in UIS within the deadline stipulated by the academic calendar.
2. A Faculty study adviser shall be appointed by the Dean. His/her job is to guide the student in the creation of the study plan in terms of the choice of courses, time sequence, credit evaluation, possibility of passing a part of SP at another Faculty or higher education institution, etc.
3. The courses of SP are divided in accordance with their character in terms of their completion as follows:
  - a) compulsory courses – are prescribed by SP,
  - b) compulsory elective courses – a condition for completion of a part of study or the whole SP is passing compulsory elective courses in a specified or higher number of credits according to the choice of the student,
  - c) elective courses – other courses of SP, or courses of other SP, or SP courses of another Faculty or higher education institution. The student enrolls in them to supplement his/her study and to obtain a sufficient number of credits in a relevant part of study [§ 51 par. 4 (j) of the Act].
4. The courses of SP are divided in accordance with the continuity as follows:
  - a) courses with no continuity – enrolment in such course is not subject to the completion of any other course,
  - b) courses subject to the completion of other courses – enrolment in such course is subject to the completion of some other course or courses.
5. A course is finished with a credit pass, or a credit pass and an examination.

## **Article 10**

### **Credit pass**

1. A credit pass confirms the compliance with conditions, which are defined by the supervisor in course information sheet, and which the student is familiarized with at the beginning of the semester.
2. All study obligations of the student during the semester (continuous assessment) lead to granting credits for the credit pass.
3. Credits for the credit pass are granted by the pedagogue who conducted teaching of the course.
4. The pedagogue records credits granted for the credit pass in writing into the student's record book and into the University Information System (hereinafter referred to as "UIS"), as well as into the examination book and it is usually done in the credit pass period.

5. In justified cases, the pedagogue may allow the student to fulfil the conditions for granting credits from the credit pass in an alternate date, not later than 2 weeks after the beginning of the examination period.

## **Article 11**

### **Examination, re-examination**

1. Examination will verify the student's knowledge of the entire content of the course and his/her ability to creatively present theoretical and practical knowledge obtained.
2. Examinations are carried out in written, oral, practical or combined forms. The form of examination may be modified for a student with special needs according to the nature of his/her needs.
3. Assessment of the student's study results in the context of the course is carried out in particular in the form of:
  - a) continuous control of study results during the educational part of the study period (control questions, written tests, individual assignments, projects, semester work, seminar reports, etc.),
  - b) examination for the relevant study period.
4. The result of the examination and the continuous assessment (maximum 50 points) is assessed with the grade defined in Article 12 par. 2 during the examination of the entire content of the course.
5. Students take examinations during the examination period, until 31 July of the relevant academic year. An examiner is required to publish dates, time and place of the examination in UIS not later than 2 weeks before the end of the semester. The number of published dates must be adequate to the number of students and evenly distributed during the entire examination period. During the summer semester, the examiner may publish dates for the examination in winter semester courses.
6. Upon written request of the student or the pedagogue for taking the examination in front of the Examination Board filed not later than after the first re-examination date, the Dean of the Faculty can appoint the Examination Board on the basis of a proposal from the Head of the Department. The Examination Board consists at least of 3 members. The pedagogue of the course is a member of the Examination Board but does not act as an examiner.
7. The student registers for the examination through UIS. The possibility to take the examination is conditional on obtaining credits from the credit pass.
8. In the event of a failed examination assessed with grade FX (4), the student has the right to take two re-examinations in two dates during the examination period approved by the academic calendar for the relevant academic year in accordance with par. 5 of this Article.
9. The student has the right not to accept the result of the examination. In this case, the pedagogue records grade FX (4) in UIS.
10. If the student fails to appear in the examination unreasonably, he/she is assessed with grade FX (4).
11. The examination takes place in one day and the pedagogue usually notifies the student of its result on the day of the examination, or not later than within 3 working days after

its completion. The student has the right to be informed of the assessment of the examination.

12. The pedagogue records the results of the examinations to UIS, including the grade FX (4), without delay after the completion of the examination.
13. The supervisor of the course shall ensure archiving of written examinations at least for the following academic year. The examiner archives written tests from continuous assessments and from examinations for one year. In the event that the pedagogue terminates employment, he/she shall provide tests for archiving to the course supervisor.

## **Article 12**

### **Grading scale**

1. The result of the examination is assessed with a grade reflecting the level of acquired knowledge and skills within the relevant course.
2. The assessment with a grade is carried out according to the ECTS grading scale.

#### **Grading scale of knowledge**

Results of the study (word and percentage expression of acquired knowledge from the relevant issue)		Level – Grade
outstanding	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 = 2.5
meet only minimum criteria	64 – 71 %	E – sufficient = 3
not meet even the minimum criteria	≤ 63 %	FX – fail = 4

3. The pedagogue writes one of the following assessments into the student’s record book: A (1), B (1.5), C (2), D (2.5), E (3). The assessment FX (4) is not written into the record book.
4. The student obtains credits for the course if he/she is assessed with grades from A to E (1 to 3).
5. The results of study are assessed with weighted study average (hereinafter referred to as “WSA”), which is calculated in the following way – the product of the number of credits and the numerical assessment of grades from all courses, in which the student was enrolled in the relevant period assessed, is counted and the result is divided by the total number of credits, in which the student was enrolled during the relevant period. Courses, in which the student was enrolled and which he/she did not take, are assessed with the grade 4 in WSA. Courses that are not assessed with any grade are not included in WSA.
6. The weighted study average for the entire study shall be calculated in accordance with par. 5 of this Article and only successfully completed courses shall be included in the calculation.

## **Article 13**

### **Enrolment**

1. The following persons may enrol in study in the relevant academic year:
  - a) an admitted applicant who has agreed in writing with enrolment in study of SP at a relevant level in the academic year,
  - b) a conditionally admitted applicant if he/she proves the fulfilment of basic conditions for admission to study of the SP at a relevant level in the academic year not later than on the date of enrolment,
  - c) a student who has fulfilled the conditions laid down by the SP and the Code of Studies defined in Article 16 par. 5 for the proceeding to the next part of the study,
  - d) a student who will re-enrol in study of the SP after interrupted study.
2. Dates of enrolment are determined by the Dean of the Faculty.
3. Enrolment of the applicant admitted to study can be carried out even before the beginning of the academic year, in which he/she begins to study. In such case, the applicant becomes a student on 1 September of that academic year. The applicant can cancel his/her enrolment in writing not later than on 15 August before the beginning of that academic year.
4. After the enrolment in the first level of study, the student takes an academic oath during formal matriculation.
5. The applicant referred to in par. 1 (a) and (b) of this Article is obliged to complete the enrolment in person in the specified term.
6. The enrolment of the student in the next part of the study shall be realized in accordance with the instructions of the Dean of the Faculty. If the student does not enrol by the deadline, the Faculty invites the student in writing to enrolment in person within a period of ten working days from the receipt of the invitation.
7. A student, who does not come to enrol in study after receiving the invitation within the specified period, or does not ask for an extension of this period for health reasons, which prevent him from coming, is considered a student abandoning study.
8. A student, who has interrupted study, comes to enrol in person within the specified period. If the student does not come, the same procedure as in par. 6 and 7 is applied.

## **Article 14**

### **Enrolment of student in changed SP and form of study**

1. Enrolment is carried out by a student initially admitted to study SP of a certain level in the same or related field of study at some other higher education institution, another Faculty of SUA, or the same Faculty, who is allowed to change SP by the Dean of the Faculty.

In order to allow the enrolment, the following documents must be submitted:

  - a) written request of the student
    - aa) from another higher education institution, another Faculty of SUA, or the same Faculty until 15 August of the relevant academic year,
    - ab) from the same Faculty, enrolled in study of the same SP in another form of study until 31 January or 15 August of the relevant academic year,

- b) a document issued by the higher education institution, at which the student is enrolled at the time of submission of the application, and the document shall include
- ba) name of the study programme,
  - bb) name of the field of study,
  - bc) examinations record (course, range per semester, date of the examination, assessment, credits),
  - bd) annotations of completed courses,
- c) other documents specified in the Code of Studies of the Faculty.

In case of enrolment of a student in the same SP in another form of study at the same Faculty, the student submits documents referred to in par. 1 (a) and (c) of this Article.

2. The Dean of Faculty shall decide on the student's request not later than within 30 days after the receipt of complete documents in accordance with par. 1.
3. The student becomes a student of SUA on the date of his/her enrolment. His/her previous study shall be deemed abandoned on the day preceding the date of enrolment. The Faculty shall notify the higher education institution, the study of which the student abandoned, of the name of the student, name of SP, in which he/she was allowed to enrol, and the date of enrolment within three working days from enrolment.

If enrolment in the same Faculty is allowed, the study is considered abandoned on the day preceding the enrolment in the same study programme in another form of study.

## **Article 15**

### **Enrolment in and completion of courses**

1. Enrolment in courses enables the student to determine what part of duties he/she wants to follow in the next part of study, to which the enrolment applies, in accordance with the relevant SP and the Code of Studies of the Faculty, while each course must be completed in a prescribed manner.
2. The student enrolls in courses in such a number of credits as to fulfil the conditions for continuation of study in accordance with Article 16 par. 4; a student in the last year of study enrolls in courses with such a number of credits as to fulfil the conditions of a proper completion of study in accordance with Article 8 par. 4, in accordance with Article 4 par. 9.
3. The student may enrol in an unsuccessfully completed compulsory course again in the next year of study. After the second unsuccessful attempt, the student is expelled from study [§ 66 par. 1 (c) of the Act].
4. The student may enrol in an unsuccessfully completed compulsory elective course again in the next year of study, or he/she can enrol in another compulsory elective course instead. After the second unsuccessful attempt, the student is expelled from study [§ 66 par. 1 (c) of the Act].
5. The student may enrol in an unsuccessfully completed elective course again in the next year of study, or he/she can enrol in another elective course or in a compulsory elective course that he/she has not attended so far instead. If the student obtains a sufficient number of credits, he/she does not have to enrol in any elective course. If the student has not obtained a sufficient number of credits, after the second unsuccessful attempt to

pass the chosen elective course, the student is expelled from study [§ 66 par. 1 (c) of the Act].

6. In the case of a repeated course, the course supervisor may recognize a credit pass granted in the previous part of the study. In duly justified cases, in particular in the case of a long-term absence of the course supervisor, the granted credit pass may be recognized by the Dean of the relevant Faculty. If no credit pass is granted or recognized, the student is obliged to attend educational activities in full range.
7. Repeated courses are regulated by Article 11 par. 7-12.
8. The Dean of the Faculty may allow the following students to attend courses in the form of an individual study plan: a student with special needs based on the nature of the specific needs and a student studying in the full-time form of study due to maternity or parental leave.

## **Article 16**

### **Conditions for proceeding to next part of study and monitoring of study**

1. Conditions for proceeding to the next part of study and monitoring of study are governed by the credit system.
2. The minimum number of credits required for proceeding to the next part of study is
  - a) in case of students in the full-time form of study:
    - aa) at least 6 credits in winter semester of the first year of study at I level,
    - ab) at least 48 credits (out of 60 recommended credits) in each year of study at I level,
    - ac) at least 48 credits (out of 60 recommended credits) in each year of study at II level,
  - b) in case of students in the part-time form of study:
    - ba) at least 32 credits (out of 45 recommended credits) in each year of study at I level,
    - bb) at least 28 credits (out of 40 recommended credits) in each year of study at II level.
3. The minimum number of credits also includes credits obtained by the student by completing a part of study at another Faculty of SUA, another higher education institution in the Slovak Republic or abroad.
4. The student meets the conditions for proceeding to the next part of study if:
  - a) he/she obtains the minimum number of credits according to
    - aa) par. 2 (a) of this Article if studying in the full-time form of study,
    - ab) par. 2 (b) of this Article if studying in the part-time form of study,
  - b) he/she passes re-enrolled courses in accordance with Article 15 par. 3-5.
5. Upon a written request, the student may re-attend courses from the previous part of study in the total number of more than 12 credits if the condition referred to in Article 4 par. 9 of this Code is fulfilled and with the consent of the Dean of the Faculty.
6. Monitoring of conditions for proceeding to the next part of study is carried out in the first week of summer semester in students of the first year of study of I level in the full-time form [in case of failure to fulfil the conditions, the student shall be excluded from study in accordance with Article 23 par. 1 (c)] and after the end of the examination

period of summer semester in students of I and II level of study in the full-time and part-time forms.

#### **Article 17**

##### **Concurrent study**

1. During one academic year, a student can concurrently study at the same level two or more SPs provided by the same or another higher education institution. The student is required to pay the annual tuition fee for study in the second and another SP provided by a public higher education institution in the relevant academic year.
2. The student referred to in par. 1 is obliged to notify the Faculty of decision on SP in which he/she will study free of charge in the relevant academic year in writing until 30 September of the relevant academic year if he/she is entitled to higher education free of charge.

#### **Article 18**

##### **Academic mobility**

1. A student of another higher education institution, including institutions established outside the territory of the Slovak Republic, may be admitted to a part of study by the Faculty without the admission procedure in accordance with the conditions of exchange program, or on the basis of a contract between the receiving and sending higher education institutions.
2. A student who has completed a part of his/her study at the Faculty or SUA receives a transcript of records issued by the Faculty.
3. A student of SUA, who has completed a part of study at another higher education institution in the Slovak Republic or abroad during his/her study, receives the transcript of records for that study part from the receiving institution. Credits obtained by the student through the academic mobility are counted upon approval of the Dean of the Faculty in accordance with Article 8 par. 5. The transcript of records is a part of personal file of the student. A list of courses studied at another higher education institution abroad is included in the Diploma Supplement with specified name of the institution and the state, in which the student has completed that part of the study.
4. The Faculty may allow the student of another higher education institution or Faculty to study only some courses in the relevant period of the academic year, and other courses shall be studied at the institution, at which he/she was admitted to study in the relevant academic year pursuant to § 58 of the Act.

#### **Article 19**

##### **Interruption of study**

1. At the request of the student, the Dean of the Faculty can interrupt study of SP:
  - a) without justification for a maximum period of one year under the condition of obtaining credit pass for courses completed in the part of study, after which the student has submitted a request for interruption of study,
  - b) due to health and other serious reasons for a maximum period of two years,

- c) student – parent, due to childcare for a maximum period of three years.
2. The study in the first year at I level of study may be interrupted due to maternity or parental leave, and serious health reasons based on the recommendation of a specialist doctor.
3. The study referred to in par. 1 (a) and (b) of this Article may be interrupted no more than once at each level of study.
4. During the interruption of study, the student loses student rights and obligations. He/she shall submit the record book, in which the interruption of study is recorded, to Study Department of the relevant Faculty.
5. The student ceases to be a student from the date of interruption of study pursuant to § 69 par. 3 of the Act.
6. During the period of interrupted study, the Dean of the Faculty may at the request of the student, who has interrupted study, terminate the interruption even before the end of the period of interruption.
7. The student, who has interrupted study, becomes a student from the day of re-enrolment in study pursuant to § 69 par. 1 of the Act.
8. The re-enrolment in study of SP is regulated by Article 13 par. 8.

## **Article 20**

### **Final thesis**

1. After the agreement with the supervisor of the final thesis, the student registers for the topic of either Bachelor or Master thesis through UIS at a supervising workplace until the deadline set in the academic calendar.
2. The supervisor of the final (Bachelor and Master) thesis can only be a pedagogue from SUA, acting as a professional assistant in terms of the Bachelor thesis, or acting as a professional assistant at least having higher education of III level in terms of the Master thesis. A consultant of the final thesis may also be an external collaborator.
3. All details concerning final and habilitation theses are defined by the Directive on final and habilitation theses published on the website of SUA. To unify the appearance of final theses and to help students in preparation of their theses, there is a template of final thesis published in the UIS.
4. Study of each SP also includes a final thesis submission. The final thesis and its defence represent one course, the defence of the final thesis belongs among state examinations.

## **Article 21**

### **State examination**

1. The study of SP is properly completed with successful completion of state examination or state examinations (hereinafter referred to as "SE").
2. SE consists of the course of final (Bachelor, Master) thesis defence, or one or more other courses defined by SP. Credits are assigned for each course of SE.



3. Academic calendar sets SE in due term, which is a re-examination term for students who have not successfully completed SE in the previous academic year in accordance with Article 4 par. 9.
4. The student takes SE in front of an Examination Board consisting of at least four members, while the Chairman of the Examination Board for Master SPs does not work at SUA. The right to examine at SE is held by higher education pedagogues acting as professors and docents and other professionals approved by the Scientific Council, even higher education pedagogues acting as professional assistants having higher education of III level in terms of Bachelor SP. State examination usually takes 45 minutes.
5. Examination topics for SE are published by the course supervisor on the website of the Faculty one month before SE. Questions of SE are not published and the student raffles them individually for each course.
6. The student has the right to get acquainted with the evaluation of his/her final thesis not later than one week before SE. The student can take SE in the course of final (Bachelor, Master) thesis defence even if one opinion (of the supervisor of the final thesis or of the opponent) states assessment of grade F (4).
7. Courses of SE will be assessed according to the following classification scale.

<b>Grade</b>	
excellent	1
very good	1.5
good	2
satisfactory	2.5
sufficient	3
fail	4

The overall result of SE is calculated as an arithmetic average of grades obtained from all courses, and the result is rounded to the nearest grade. In the case of an equal difference, it shall be rounded to a better mark. If some course of SE is assessed with grade F (4), the overall result of SE is assessed with grade F (4). If the SE is taken only in the course of final (Bachelor, Master) thesis defence, the grade for this course is at the same time the overall result of the state examination.

<b>The arithmetic average of all courses of SE (including FT defence) and assessment of the course (courses) of SE with grade F (4)</b>	<b>Overall result of SE</b>
1.00 = average $\leq$ 1.25	<b>excellent (1)</b>
1.26 < average $\leq$ 1.75	<b>very good (1.5)</b>
1.76 < average $\leq$ 2.25	<b>good (2)</b>
2.26 < average $\leq$ 2.75	<b>satisfactory (2.5)</b>
2.76 < average $\leq$ 3.00	<b>sufficient (3)</b>
assessment of one or more courses of SE with grade F (4)	<b>fail (4)</b>

8. The student, whose overall result of SE was assessed with grade F (4), retakes SE only in the course (courses) that were assessed with grade F (4). If the assessment of the final thesis defence is grade F (4), the Board shall determine the scope of revision of the final thesis, which will be recorded in the minutes of the SE.
9. The overall result of study achieved based on the weighted average from the whole study and the overall result of SE is assessed with "passed with honours", "passed" or "failed".
10. The overall result of study "with honours" is relevant to the student whose average of the whole study is better or equal to 1.25 and whose overall result of SE is grade excellent (1). In other cases, the student is assessed with "passed", except for the overall result of SE having grade F (4) when the assessment is "failed".
11. The student, who is prevented from attending SE due to serious circumstances, is required to justify the failure to attend SE in advance, or at the latest within 3 days. If the student fails to attend SE without justification, his/her absence shall be assessed with grade F (4).
12. In accordance with Article 4 par. 9, the student can retake SE only once.

## **Article 22**

### **Proper completion of study**

The study is properly completed by completion of study in accordance with the relevant study programme and with Article 4 par. 9. The date of completion of study is the day when the last of the conditions prescribed for the proper completion of study of the relevant study programme is fulfilled.

## **Article 23**

### **Other termination of study**

1. In addition to the proper completion of study, the study can be terminated by:
  - a) abandonment of study,
  - b) failure to complete study by the date specified in Article 4 par. 9,
  - c) student being expelled from study due to non-compliance with requirements arising from the study programme or the Code of Studies of the Faculty,
  - d) student being expelled from study pursuant to § 72 par. 2 (c) of the Act,
  - e) cancellation of the study programme pursuant to § 87 par. 2 of the Act if the student does not accept the offer of SUA to continue in studying of another study programme,
  - f) death of the student.
2. The date of the termination of study is:
  - a) according to par. 1 (a) of this Article
    - day when the student's written announcement of withdrawal from study was submitted to the University,
    - day by which the student should have enrolled in the next part of study after receiving the call in accordance with Article 13 par. 7,

- day on which the student should have come to re-enrol after the interruption of study in accordance with Article 13 par. 8,
  - b) according to par. 1 (b) the end of the academic year in which the student should have finished higher education study,
  - c) according to par. 1 (c) and (d) day when the decision on student being expelled from study comes into force,
  - d) according to par. 1 (e) day on which SUA announces cancellation of the study programme.
3. The student who has completed study in accordance with par. 1 (b) and (c) may submit a request for a review of the decision. The request shall be submitted to the Dean of the Faculty within the period of eight days from the date of receipt of the decision. The Dean may comply with the request by himself/herself if he/she finds out that the decision was issued in breach of the law, internal regulations of the Faculty or SUA. Otherwise, the request shall be forwarded to the Rector. The Rector changes the decision if it had been issued in breach of the law, internal regulations of the Faculty or SUA. Otherwise the application will be rejected and the decision confirmed. The reply shall be sent within 30 days from the receipt of the request for revision of the decision.

#### **Article 24**

##### **Commendations and awards**

1. Students may be awarded commendations and awards for successful study, for active engagement in scientific, research and professional activities, for representation of the Faculty and the University or for deeply humanitarian actions.
2. Students who have completed study with honours may be awarded:
  - a) Rector's Award,
  - b) Dean's Award.
3. In accordance with par. 1 and 2, commendations and awards may be associated with a scholarship according to scholarship regulations of the Faculty or SUA.

#### **Article 25**

##### **Study documents**

1. Study documents are:
  - a) student card,
  - b) record book (index),
  - c) transcript of records.
2. Student card is a document confirming the legal status which entitles the student to enjoy student rights and benefits defined in law, internal regulations of the University and from several agreements with other legal persons. This document also serves to demonstrate the data recorded on it. It is issued by SUA.
3. Record book (index) is a document in which courses of SP and the results of the monitoring of study successfulness are recorded. It is issued by the Faculty or SUA.

4. Transcript of records contains data on study obligations, which the student has fulfilled during the study of SP. It is issued by the Faculty or SUA. The Faculty or SUA also issues the transcript of records in the English language at special request of the student.
5. Transcript of records belongs to:
  - a) the person who completed study of SP in accordance with Article 23 par. 1,
  - b) the student on the basis of his/her application,
  - c) the graduate of study of SP on his/her request.
6. A student of a joint SP pursuant to § 54 (a) of the Act receives study documents issued by the cooperating higher education institution, which is obliged to do so by an agreement concluded pursuant to § 54 (a) 2 of the Act.

## **Article 26**

### **Documents on completion of study**

1. Documents on completion of study of SP in study field are:
  - a) University Diploma,
  - b) State Examination Certificate,
  - c) Diploma Supplement.
2. The University Diploma is a document confirming completion of study of accredited SP in the relevant field of study and granting the academic degree.
3. The State Examination Certificate is a document confirming completion of state examination, its parts and its result.
4. The Diploma Supplement is a document containing details on completed study programme.
5. In accordance with par. 1, the documents on completion of study of SP are issued by SUA in Slovak and English versions and the graduate usually receives them during the graduation ceremony. The graduate of the second level of study receives the documents on completion of study dressed in a graduation gown.
6. In accordance with Article 2 par. 5, the documents on completion of study for a student of a joint SP are issued by the cooperating higher education institution, which is obliged to do so by an agreement on joint study programmes concluded pursuant to § 68 par. 8 to 10 of the Act.

## **Part Three**

### **Doctoral level of study**

#### **Article 27**

##### **Doctoral study programme**

1. Doctoral study programme as an individual study programme of the third level (§ 2 par. 5) focuses on the acquisition of knowledge based on the present state of scientific and artistic knowledge, and in particular based on the student's own contribution to this knowledge, which is a result of scientific inquiry and independent creative activity in the field of science or technology, or independent theoretical and creative activity in the field of art. Graduates of a doctoral study programme (hereinafter referred to as "doctoral study") acquire higher education of the third level.
2. Doctoral study consists of a study part and a scientific part. An individual study plan is prepared by a supervisor and submitted for approval to the Study Field Commission (§ 54 par. 17 of the Act).
3. The study part of doctoral study consists mainly of lectures, seminars and individual study of scientific literature necessary in terms of orientation of the dissertation thesis.
4. The scientific part of doctoral study consists of an individual or a team scientific work of the student of doctoral study (hereinafter referred to as "doctoral student"), which is related to the topic of the dissertation thesis. The scientific part of the doctoral study is professionally guaranteed by a supervisor.
5. The ability to study individually and carry out scientific activity is demonstrated by passing a dissertation examination, preparation and defence of the dissertation thesis, publications and other forms of presentation of scientific, research and development activity.

#### **Article 28**

##### **Forms of study**

1. The study in doctoral study programmes is organized in both full-time and part-time forms.
2. The change of the form of study is considered to be a change of study programme, for which a doctoral student can apply pursuant to § 70 par. 1 (l) of the Act.
3. The Dean may allow the enrolment of a doctoral student in study programme of the third level in the same or related field of study at the same Faculty or another higher education institution or in the same study programme in another form of study at the same Faculty.
4. The following documents must be submitted to allow the enrolment in case of change of study programme:
  - a) a written request of the student
    - aa) from another higher education institution, or another Faculty of SUA until 15 August of the relevant calendar year,

- ab) from the same Faculty, enrolled in study of the same or related study field, until 15 January of the relevant academic year, or until 15 August of the relevant academic year,
  - ac) in case of change of the form of study at the same Faculty, the deadline is not defined;
  - b) a document issued by the higher education institution, at which the student is enrolled at the time of submission of the application, and it shall include
    - ba) name of the study programme,
    - bb) number and name of the field of study,
    - bc) examinations record, dissertation examination certificate if it was taken (course, date of examination, assessment, credits)
    - bd) list of published works and other evaluated activities,
  - c) other documents specified in the Code of Studies of the Faculty.
5. The Dean shall decide on the application of the doctoral student on enrolment in study within 30 days from the receipt of all documents specified in par. 4 (a), (b), (c) of Article 28 of this Code.
  6. In case of enrolment of a doctoral student in the same SP in another form of study at the same Faculty, the student submits documents specified in par. 4 (a), (c) of Article 28 of this Code.
  7. The doctoral student becomes a student of the University on the date of his/her enrolment. His/her previous doctoral study shall be deemed abandoned on the day preceding the date of enrolment. The Dean shall notify the higher education institution, the study of which was abandoned by the student, of the name of the doctoral student, name of SP, in which he/she was allowed to enrol, and the date of enrolment within three working days from enrolment.
  8. If enrolment in the same Faculty is allowed, the study is considered abandoned on the day preceding the enrolment in the same study programme in another form of study.

## **Article 29**

### **Duration of doctoral study**

1. The standard duration of study of a doctoral study programme:
  - a) in the full-time form of study is three or four academic years; the number of credits, the acquisition of which is a condition for the proper completion of study of a doctoral study programme in the full-time form of study with the standard duration of study of
    1. three academic years is 180 credits,
    2. four academic years is 240 credits,
  - b) in the part-time form of study is four or five academic years; the number of credits, the acquisition of which is a condition for the proper completion of study of a doctoral study programme in the full-time form of study with the standard duration of study of
    1. four academic years is 180 credits,
    2. five academic years is 240 credits.
2. Study of a doctoral study programme is carried out in accordance with an individual study plan under the guidance of a supervisor. The condition for the proper completion

of doctoral study is successful completion of the dissertation examination, which belongs to the state examinations, and the defence of the dissertation thesis. The dissertation thesis is a final thesis (§ 51 par. 3 of the Act).

3. According to the study programme, study shall not exceed the standard duration [§ 51 par. 4 (h) of the Act] by more than two years.

### **Article 30**

#### **Supervisor**

1. The function of supervisors for the relevant study programme may be performed by the pedagogues of SUA and other experts after the approval of the Scientific Council of SUA in the case of study programmes of SUA, and of the Scientific Council of the Faculty in the case of implementation of a study programme at the Faculty.
2. The function of the supervisor for topics provided by other than higher education institution (§ 54 par. 6 of the Act), which has obtained the right to participate in the implementation of the study programme in the field of study pursuant to § 86 (external educational institution), may be performed by supervisors approved by this institution. The external educational institution provides the Scientific Council of SUA in Nitra or the Faculty with scientific and pedagogical characteristics of the supervisors. The rules for the approval of the supervisors are included in the documents provided to the Accreditation Commission pursuant to § 82 par. 5 in relation to the assessment of the competence of the higher education institution or the external education institution to implement a doctoral study programme [§ 82 par. 2 (a) and (b)].
3. The function of a supervisor for study programmes may be performed by pedagogues acting as professors or docents at higher education institution implementing doctoral study, and other distinguished experts from the workplaces of SAS and other research institutions approved by the Scientific Council of the Faculty or SUA.
4. Other professionals from external educational institutions may be approved as supervisors only if holding academic position of professors, docents, or after reaching the scientific qualification IIa or I degree.
5. The supervisor is obliged to regularly discuss all formalities related to the individual study plan with the doctoral student. The supervisor provides an annual assessment of activities of the doctoral student at the end of each academic year on a standard form in UIS with a clear expression of either continuation or termination of study.
6. If dealing with a specific issue, it is possible for doctoral study to have a specialist supervisor. After the approval by the Study Field Commission, the position can also be held by important employees of research institutions, as well as from practice, who has not been approved as supervisors. They are appointed upon the proposal of the supervisor by the Dean of the relevant Faculty.
7. The specialist supervisor is involved in ensuring tasks related to the professional preparation of the doctoral student at the level of consultations and provision of laboratory equipment for experiments in the relevant area, which helps to deal with the defined issue in an interdisciplinary manner.
8. If doctoral study is realized in a study programme at several Faculties or in an external educational institution, the doctoral student is enrolled in the Faculty, at which the supervisor is employed on a full-time basis.

9. Provision of topics for doctoral study by the supervisor is only possible if the workplace offers conditions for scientific, research, development and experimental activities, and for the fulfilment of other activities related to doctoral study.

### **Article 31**

#### **Topics of dissertation theses**

1. Before the doctoral study admission procedure, SUA or the Faculty – if the study programme is realized at the Faculty – provides topics of dissertation theses, for which students can apply within the admission procedure. There is a supervisor determined for each of the topics.
2. Written proposals of topics of dissertation theses are submitted by the supervisors of SUA and approved supervisors from external scientific institutions, which have accreditation in cooperation with the Faculty of SUA, on prescribed forms.
3. A proposal of topic of a dissertation thesis consists of the following parts – short and eloquent title of the topic (in Slovak and English versions), name and surname of the supervisor, or name and surname of the specialist supervisor, professional workplace, name of the study programme, proposition for dealing with the specified issue, reason for the need to deal with the issue from the scientific and social points of view, requirements for applicants.
4. Topics of dissertation theses for individual study programmes are approved by the supervisor of the study programme/Scientific Council of the Faculty after discussed in Study Field Commission.
5. Approved topics for dissertation theses are published on the noticeboard of the information system on the website of the Faculty at least two months before the doctoral study admission procedure.
6. SUA or the Faculty – if the study programme is realized at the Faculty – publishes them together with topics defined by both supervisors and external educational institutions; topics include the name of the external educational institution defining them. External educational institutions may also publish the topics separately.
7. The applicant for doctoral study registers for one of the topics published.
8. If the applicant registers for the topic of the dissertation thesis published by an external educational institution, which has obtained the right to participate in the implementation of the study programme, he/she carries out both the scientific part of doctoral study and obligations agreed upon with the University in terms of the study part of doctoral study in the relevant external educational institution. In this case, SUA and the external educational institution conclude an individual agreement on doctoral study of the doctoral student on a prescribed form. It specifies study, legal and financial issues related to activities performed by the doctoral student in the external educational institution.



**Article 32**  
**Admission to study**

1. Admission to study in a doctoral study programme is carried out by an admission procedure on officially announced dates once or maximum twice during the academic year. The basic condition for admission to doctoral study is completed education of the second level.
2. The date of the admission examination and its form is determined by the Dean. During the admission examination, the Commission takes into account the applicant's knowledge of world languages, and knowledge of the Slovak language and a world language in terms of foreign applicants, and their knowledge of courses included in the theoretical basis of the study programme chosen and presentation of the proposition related to the topic of the dissertation thesis. Scientific activities of the students during the second level of study are also taken into account.
3. Applicants supplement the application for study with:
  - a) curriculum vitae,
  - b) document of proper completion of the second level of higher education,
  - c) information about the previous employment, or the current employment; an applicant for study in the part-time form, who performs works of the public interest pursuant to a specific regulation or in public employment or service employment pursuant to specific regulations, supplements the application with confirmation of employment, public employment or service employment at the time of submission of the application for study issued by his/her employer,
  - d) list of published expert and scientific papers,
  - e) proposition to the topic chosen,
  - f) other documents specified in the application and in accordance with requirements of the relevant Faculty,
  - g) If the applicant for study has completed the previous level of education abroad, he/she is required to submit officially certified decision on recognition of documents on education issued by a recognized higher education institution in the Slovak Republic or the Ministry of Education, Science, Research and Sport of the Slovak Republic pursuant to Act No. 422/2015 Coll.
4. The Dean decides whether the applicant for doctoral study is admitted based on the results of the admission interview carried out in front of the Admission Commission. Each applicant for doctoral study must take an admission examination. The date of enrolment in doctoral study shall be determined by the Dean.
5. If the applicant for doctoral study chooses a topic of the dissertation thesis provided by an external educational institution, his/her admission to doctoral study must also be agreed with by the external educational institution. The admission examination (§ 57 par. 3 of the Act) takes place in front of the Commission, which includes members of the University and members determined by the statutory body of the external educational institution. Members of the University for study programmes realized at the Faculty are appointed by the Dean, and those for study programmes that are not realized at the Faculty are appointed by the Rector. If the University or the Faculty and the external educational institution agree on it, the admission examination may take

place at the external educational institution in attendance of representatives of the University.

6. The decision on the result of the admission procedure must be issued in writing within 30 days from the verification of the fulfilment of conditions for admission to study.
7. The applicant who receives the decision on non-admission to doctoral study may submit an application for review of the decision of the authority, which has issued the decision, within 8 days from the date of its receipt.

### **Article 33**

#### **Organization of doctoral study**

1. Contents of study of a doctoral study programme are determined by the supervisor in the form of an individual study plan. The individual study plan shall be prepared by the doctoral student and the supervisor in UIS within 1 month after the study starts specifically in relation to the topic of the dissertation thesis and it shall be approved by the Study Field Commission or the Joint Study Field Commission.
2. A doctoral study programme consists of study and scientific parts, which are elaborated in the individual study plan of the doctoral student, including quantification of tasks. A condition for proceeding to the next part of study is obtaining the prescribed number of credits in accordance with the accreditation file in the relevant academic year.
3. If the doctoral student registers for the topic of the dissertation thesis provided by an external educational institution, he/she carries out the scientific part of doctoral study in the external educational institution. The study part of doctoral study is carried out at the Faculty of SUA. The Faculty and the external educational institution conclude an individual agreement on doctoral study of the doctoral student.
4. Credit system is applied in all forms of doctoral study. A credit is a workload unit of the doctoral student. In order to properly complete study of a doctoral study programme in the full-time form in three-year study programme and the part-time form in four-year study programme, it is necessary to obtain at least 180 credits, out of which at least 60 must be obtained in the study part and at least 120 must be obtained in the scientific part. In order to properly complete study of a doctoral study programme in the full-time form in four-year study programme and the part-time form in five-year study programme, it is necessary to obtain at least 240 credits, out of which at least 80 must be obtained in the study part and at least 160 must be obtained in the scientific part.
5. A doctoral programme also involves study at other higher education institutions, scientific workplaces and other institutions in the Slovak Republic and abroad.
6. If the doctoral student completes certain part of study at another workplace, credits obtained at that workplace shall be counted in the full extent, if the doctoral student's stay at the workplace was in accordance with the study plan.
7. The study part represents 1/3 of the scope of the study programme. It focuses on obtaining deep theoretical knowledge in the relevant issue. Compulsory and elective courses are prescribed based on the requirements on the profile of the graduate of the

study programme and the student chooses them in accordance with the topic of his/her dissertation thesis and with the agreement of the supervisor.

8. Courses consist mainly of lectures, seminars, consultations, and individual work of the doctoral student.
9. The scientific part represents 2/3 of the study programme. It is realized systematically by an individual and team research activity on the topic of the dissertation thesis. An integral part of study also represents the student's active participation in professional and scientific events and his/her publication activity.
10. The study plan also includes methodology of the dissertation thesis. The methodology processed by the doctoral student in collaboration with the supervisor within three months after the study starts contains the current state of the relevant issue, basic scientific, social, and implementation objectives, material, methodology of work and presumptive benefits for the development of science and practice, and time schedule for experimental activities.
11. The full-time doctoral study also includes implementation of pedagogical activity or other professional activity related to the pedagogical activity in the range of up to four hours per week on average for the academic year, in which the teaching is realized.

#### **Article 34**

##### **Dissertation examination**

1. Dissertation examination is a state examination and is subject to the conditions of § 63 of the Act.
2. The doctoral student is required to take the dissertation examination within:
  - a) 18 or 24 months depending on the standard duration of the study programme in the full-time form of study. In case of interruption of study, the deadline for taking the dissertation examination shall be extended by the period of interruption of doctoral study,
  - b) 24 or 36 months depending on the standard duration of study programme in the part-time form of study after doctoral study starts.

It is possible to take the dissertation examination in both full-time and part-time forms after this deadline only in justified cases upon a written application of the doctoral student including the opinion of the supervisor and the Chairman of the Study Field Commission or Joint Study Field Commission and the approval of the Dean.

3. The dissertation examination is organized by the Chairman of the Study Field Commission for the accredited study programme by means of submitting a proposal for dissertation examination to the Dean. The proposal shall contain the opinion on the implementation of the individual study plan of the doctoral student, proposal of the opponent, proposal of at least five members of the Examination Commission and the date of the dissertation examination.
4. A condition for taking the dissertation examination is the doctoral student's submission of a written application on a prescribed form, proposition to the thesis for the members of the Examination Commission, and the dissertation thesis. The thesis consists of the following parts:
  - overview of the current state of the issue,

- objective of the thesis,
  - methodology of the thesis and methods of examination,
  - continuous results and discussion,
  - bibliography.
5. The dissertation thesis requires preparation of at least one review opinion by an opponent appointed by the Dean.
  6. The right to examine at the state dissertation examination belongs only to pedagogues of the University acting as professors and docents (§ 75 par. 1 of the Act) and other experts approved by the Scientific Council [§ 12 par. 1 (d) of the Act]. The dissertation examination takes place in front of at least five-member commission, which is composed of the members of the Study Field Commission or significant experts from related study fields from higher education institutions and research workplaces. The supervisor is present, but does not determine the result of dissertation examination.
  7. If the doctoral student registers for the topic of the dissertation thesis provided by an external educational institution (§ 54 par. 12 of the Act), the dissertation examination takes place in front of a commission, in which members of the University appointed pursuant to § 63 par. 4 of the Act have parity with the members appointed by the external educational institution. The Commission must have at least five members. The dissertation examination consists of the defence of the thesis and a scientific discussion related to the issue addressed.
  8. The Examination Commission will assess the result of the dissertation examination in a private session and will decide on the overall result of the dissertation examination in an open ballot by a majority of the members present. The Chairman shall have the casting vote. The grade assessment is carried out according to the ECTS classification scale: A (1) (B) (1.5), (C) (2) (D) (2.5), E (3), FX.
  9. In the end, the Chairman of the Commission will assess knowledge and activities of the doctoral student and will give him/her a dissertation examination certificate.
  10. If the result of the dissertation examination of the doctoral student is grade FX, it is possible to retake the dissertation examination no sooner than two months after the failed examination. If the assessment of the retaken dissertation examination is "FX – failed", the Dean expels the student from further study.
  11. If the doctoral student is unable to attend the dissertation examination at a specified time, he/she shall apologize to the Chairman of the Examination Commission in advance and the Chairman shall set a replacement date. If the doctoral student does not attend the dissertation examination without good reason, consequences are the same as in the case of dissertation examination assessed with grade FX. Consequences are also the same in the case of withdrawal from the dissertation examination.
  12. The validity of the dissertation examination is determined by the standard duration of study extended by a maximum of two years.

## **Article 35**

### **Study Field or Joint Study Field Commissions**

Activities of Study Field Commissions are governed by the Directive of the Rector No. 3/2016 "Establishment, appointment of members and activities of Study Field Commissions in doctoral study at SUA in Nitra".

## **Article 36**

### **Author's summary to dissertation thesis**

1. To defend the dissertation thesis, the doctoral student also submits author's summary, which contains a brief summary of basic results of the dissertation thesis, definition of the contribution and information about the response to the thesis.
2. Author's summary is prepared and printed in A5 format with at least 24 pages in 20 copies, and its structure is determined by the structure of the thesis and the formal requirements are governed by the Directive on final and habilitation theses.
3. Author's summary is submitted in the Slovak language with a brief summary in the English language. After the approval by the Dean, the author's summary may be prepared in other world language and the brief summary can be written in the Slovak language.
4. The author's summary also includes a list of all works published by the doctoral student, which are related to the issue addressed, as well as the response to them containing precise bibliographic data.

## **Article 37**

### **Dissertation thesis defence**

1. The student submits the dissertation thesis in four identical copies in the Slovak language, or in one of the world languages with prior written consent of the Dean and the Chairman of the Study Field Commission, while at least 10% of the extent of the thesis must be written in the Slovak language as a brief summary of the thesis. After the defence, one copy of the thesis is provided to the Slovak Agricultural Library of SUA in Nitra.
2. When writing the dissertation thesis, the basic structure of the original scientific work must be respected in accordance with the Directive on writing of final theses, which is published on the website of SUA and in UIS.
3. Pursuant to § 63 par. 7 to 9 of the Act, the doctoral student in full-time and part-time form of study is required to submit his/her dissertation thesis to the Central Register of Final, Rigorous and Habilitation theses (CRZP) in order to check the originality and to register and store it, and to make it available.
4. The following assessment and decision-making related to the doctoral student's dissertation theses is governed by the Methodological Guidelines of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 56/2011 with effect from 1 September 2011 and Directive of SUA No. 36/2013 on final and habilitation theses.
5. The preparation of the dissertation thesis defence is organized by the supervising workplace after the doctoral student fulfils the following conditions:
  - a) successful completion of the dissertation examination,
  - b) output of category A or B defined according to the areas of research in "Criteria for assessment of the level of research, developmental, artistic and other creative activities as a part of complex accreditation of activities in higher education institution",

- c) submission of an application for the defence of the dissertation thesis on a defined form in UIS, approved by the supervisor, the Chairman of the Study Field Commission and the Dean,
  - d) opinion of the basic workplace in the form of minutes from Departmental thesis defence.
6. Pursuant to § 63 par. 4 and 6 of the Act and Article 35 of this Code, based on the proposal of the Study Field or Joint Study Field Commission and the fulfilment of all requirements, the Dean shall appoint three opponents, the Commission for the dissertation theses defence consisting of at least five members, and the Chairman. The opponents are members of the Commission and have the right to vote. The supervisor participates in defence, but is not a member of the Commission and does not have the right to vote.
  7. The defence of the dissertation thesis is organized by the supervising workplace after the following conditions are fulfilled:
    - a) submission of opinions of all three opponents. If any opinion is negative, the relevant opponent is required to participate in the defence of the dissertation thesis,
    - b) appointment of the members of the Commission for the dissertation theses defence. It is desirable that at least one member of the Commission is from another higher education institution, preferably from abroad,
    - c) presence of two-thirds majority of the members of the Commission and of at least two opponents during the defence.
  8. The defence of the dissertation thesis is chaired by the Chairman of the Commission. The defence generally consists of the following parts: opening, introduction of the student, brief presentation of objectives and obtained results of the student's thesis, evaluation of the fulfilment of individual study plan of the student by the supervisor in the form of an opinion, presentation of review opinions, student's response to comments of reviewers, discussion, non-public session of the Commission, conclusion – announcement of the result. The defence of the dissertation thesis is public.
  9. Members of the Commission authorized by the Chairman shall create written minutes of the course of the defence, as well as of voting of members of the Commission related to the result of the defence.
  10. The result of the defence is a valid based on a secret ballot and the decision of the majority of the members of the Commission present.
  11. SUA can conclude an agreement on joint defence of dissertation theses in accredited doctoral study programmes with a foreign higher education institution if allowed by the law of the state, on the territory of which the foreign higher education institution performs its activities.
  12. The defence of the dissertation thesis of a student of a higher education institution, which is located on the territory of the Slovak Republic, and which has concluded an agreement on joint dissertation thesis defence with a foreign higher education institution, may be carried out at a foreign higher education institution in front of the Commission for the dissertation theses defence, in which members of the Slovak higher education institution appointed pursuant to § 54 par. 20 of the Act have parity with the members appointed by the foreign higher education institution.
  13. Defence of the dissertation thesis of a student of a foreign higher education institution in the Slovak Republic shall be carried out in the same way.

14. The doctoral study is completed with the defence of the dissertation thesis.

### **Article 38**

#### **Interruption of doctoral study**

Study of a doctoral study programme can be interrupted no more than three times, especially for serious personal reasons, or for reasons recognized as valid in the total duration of two years without the payment of the scholarship. The only exception is maternity and parental leave, and health-related reasons of the student. A student, who has the beginning of the maternity leave set by a doctor, is obliged to interrupt study on that day. The application for interruption of study is decided upon by the Dean after the supervisor expresses his/her opinion.

### **Article 39**

#### **Health and social insurance**

1. The State pays health insurance for students of doctoral study programmes in the full-time form of study if the total duration of doctoral study does not exceed the standard duration of study for a doctoral study programme in the full-time form and has not obtained higher education of the third level, or not reached 30 years of age.
2. For the purposes of social insurance, the doctoral student of the full-time form of study is considered to be a voluntarily sickness insured person.

### **Article 40**

#### **Scholarships for doctoral students**

1. A student of a doctoral study programme in the full-time form of study, residing in a Member State of the European Union outside the territory of the Slovak Republic or the States which are Contracting Parties to the Agreement on European Economic Area, and the Swiss Confederation (hereinafter referred to as "Member States"), is entitled to a scholarship during the standard duration of study of a study programme, to which he/she was admitted if he/she has not obtained higher education of the third level yet:
  - a) at the minimum level of the 9<sup>th</sup> grade and the 1<sup>st</sup> step under a specific regulation<sup>2</sup> until the completion of the dissertation examination;
  - b) at the minimum level of the 10<sup>th</sup> grade and the 1<sup>st</sup> step under a specific regulation<sup>3</sup> after the completion of the dissertation examination,
  - c) possibilities for doctoral students to obtain a special scholarship from the University's own resources are a subject of the Scholarship Regulations of SUA.
2. An external educational institution provides scholarships from financial resources allocated for this purpose in its budget.

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<sup>2</sup>Act No. 553/2003 Coll. on remuneration of certain employees performing public interest work and on amendments and supplements to certain laws, as amended

<sup>3</sup>Act No. 553/2003 Coll. on remuneration of certain employees performing public interest work and on amendments and supplements to certain laws, as amended

## **Article 41**

### **Document granting academic degree**

1. Documents on completion of study of a study programme in a study field are:
  - a) Diploma – signed by the Rector of the University and the Dean of the Faculty,
  - b) State Examination Certificate – signed by the Dean and the Chairman of the Study Field Commission,
  - c) Diploma Supplement – signed by the Rector and the Dean of the Faculty.
2. A graduate of the doctoral study is awarded the academic degree of "philosophiae doctor" (abbreviated "PhD") pursuant to § 54 par. 15 of the Act.
3. Graduates of doctoral study are usually awarded Diplomas during a graduation ceremony within 45 days from the proper completion of study, except for the cases when a graduate agrees with a later date of receiving of the documents.
4. The document granting an academic degree on the basis of a successful result of the defence of the dissertation thesis in front of the Commission for the dissertation theses defence, issued by a foreign higher education institution, is recognized within the meaning of applicable regulations in the Slovak Republic.

## **Article 42**

### **Financial guarantee of experimental activities of doctoral study**

1. The costs associated with the implementation of experimental activities of doctoral study at the Faculties of SUA can be covered from the following sources:
  - a) grant sources allocated for research projects implementation within national grant sources and from other financial grant sources,
  - b) grant sources allocated for research projects implementation from foreign agencies,
  - c) sources obtained for research projects implementation within the framework of cooperation or economic activities,
  - d) financial sources obtained for addressing a relevant issue on the basis of a contract with a granting organization.

## **Article 43**

### **Foreign doctoral students**

1. Foreign students who are subject to this Code in the full range can also attend doctoral study at SUA.
2. Students can complete doctoral study within the framework of an intergovernmental agreement providing scholarships within the meaning of the agreement between the States, or in the position of self-payers.
3. Article 16 of the Statute of SUA also applies to foreign doctoral students.



## **Article 44**

### **Completion and termination of doctoral study**

1. Study is properly completed by completion of study according to the relevant study programme. The date of the completion of study is the day when the last of the conditions prescribed for the proper completion of study of the relevant study programme, i. e. defence of the dissertation thesis, is fulfilled. The doctoral student shall be removed from the register of doctoral study that day.
2. Other forms of termination of study during a proper study period shall be approved by the Dean based on the doctoral student's own application including the opinion of the supervisor.
3. In addition to the proper completion of study, the doctoral study can be terminated by:
  - a) abandonment of study,
  - b) failure to complete the study by the date specified under § 65 par. 2 of the Act,
  - c) student being expelled from study due to non-compliance with requirements arising from the study programme and the Code of Studies of the University,
  - d) student being expelled from study pursuant to § 72 par. 2 (c) of the Act,
  - e) cancellation of the study programme pursuant to § 87 par. 2 of the Act if the student does not accept the offer of the University to continue in studying another study programme,
  - f) death of the student.

## **Part Four**

### **Common provisions**

## **Article 45**

### **Student rights and obligations**

1. A student of SUA has the following rights:
  - a) to study a study programme, to which he/she was admitted,
  - b) to create a study plan according to the rules of the study programme and the Code of Studies of SUA (Faculty),
  - c) to enrol in the next part of the study programme if he/she has fulfilled the duties set by the study programme or the Code of Studies,
  - d) to choose the pace of study, the order of completion of study programme units while maintaining the determined continuity, and to choose a pedagogue if a course is taught by more pedagogues, while respecting the time and capacity limits set by the Code of Studies and a relevant study programme,
  - e) to apply for study at another Faculty, higher education institution and university in the Slovak Republic or abroad within the framework of the higher education study,
  - f) to use the facilities of SUA in accordance with the rules laid down by SUA and the Faculty,
  - g) to have representation in self-regulatory bodies of SUA (Faculty),
  - h) to participate in scientific, research and other creative activities of the University and the Faculty,

- i) to have the opportunity to comment on the quality of education and pedagogues at the Faculty in the form of an anonymous questionnaire at least once a year,
  - j) to apply opinions and comments on education at the Faculty (SUA) freely, in an appropriate form,
  - k) to vote academic self-regulatory bodies,
  - l) to various philosophical opinions and religious beliefs,
  - m) to use and apply academic freedom in accordance with the principles of democracy, humanity and the legal order of the Slovak Republic,
  - n) to information and advisory services related to study and the possibility of employability of graduates of study programmes in practice,
  - o) if the obligation to pay the tuition fee applies to the student pursuant to § 92 par. 5 of the Act, the student is obliged to decide, in which study programme he/she will study free of charge in the relevant academic year if he/she is entitled to study free of charge,
  - p) to change the study programme within the same field of study or a related field of study under the conditions determined by the Code of Studies.
2. A student of SUA has the following obligations:
- a) to comply with the Statute of SUA and the Faculty and with the Code of Studies of SUA and the Faculty and with relevant internal regulations,
  - b) to fulfil study obligations in accordance with the study programme,
  - c) to pay tuition fees and fees, if those are in accordance with applicable laws and internal regulations of SUA connected with study exclusively and directly at SUA, and to truthfully inform about facts relevant to their determination,
  - d) to notify SUA or the Faculty of the address determined for service of documents if he/she is enrolled in a study programme realized at the Faculty,
  - e) to appear in person upon written summons by the Dean of the Faculty or the Rector of SUA, or an authorized employee of the University, to discuss issues related to the course or the end of his/her study, or related to his/her rights and obligations,
  - f) to protect and to economically use the property, facilities and services of SUA, to comply with the rules of civil coexistence, to fulfil his/her civil obligations at SUA and outside,
  - g) to protect his/her health and health of others, to take care of the creation and protection of the environment and the working environment,
  - h) to notify SUA not later than by 30 September of the relevant academic year of his/her decision in writing under point 1 (o) of this Article.

## **Article 46**

### **Register of students**

1. SUA keeps a register of students, which serves as information about students and statistical and budgetary data.
2. The register of students records data on individual students in the structure pursuant to § 73 par. 3 of the Act.
3. The data in the register of students can be processed only by specifically authorised employees of SUA.

## **Article 47**

### **Archiving of study documentation**

SUA archives study documentation of students (documentation on admission procedure, documentation on enrolment in study and enrolment in the next part of study, transcript of records, copies of documentation on completion of study, and documentation on decisions on students' academic rights and obligations) in accordance with the law of the Registration Regulations of SUA.

## **Article 48**

### **Transitional provisions**

1. Conditions for the proper completion of study for students who started studying study programmes before the academic year 2015/2016 shall be in accordance with study plans of accreditation documents, for which they were admitted, and shall include characteristics of courses and the standard duration of study.
2. Students, who have been moved to newly accredited study programmes after the completion of comprehensive accreditation activities of SUA on 11 November 2015, will finish their study in accordance with study plans of accreditation documents, including characteristics of courses and the standard duration of study.

## **Article 49**

### **Final provisions**

1. This Code of Studies was approved by the Academic Senate of SUA on 24 June 2013.
2. Appendix No. 1 was approved by AS of SUA on 8 July 2015.
3. Appendix No. 2 was approved by AS of SUA on 24 February 2016.
4. Appendix No. 3 was approved by AS of SUA on 11 May 2016.

doc. Mgr. Ing. Danka Moravčíková, PhD.  
Chairman of AS of SUA in Nitra

Dr.h.c. prof. Ing. Peter Bielik, PhD.  
Rector of SUA in Nitra