



**Faculty of Public Policy and Public Administration of
Danubius College**

**STUDY AND EXAMINATION REGULATIONS OF THE FACULTY OF PUBLIC
POLICY AND PUBLIC ADMINISTRATION
OF DANUBIUS COLLEGE**

In Sládkovičovo, the 24th of October 2019

1. PART

ORGANIZATION OF THE STUDIES

Art. 1

Timetable of the studies

- 1) The academic year shall begin on 1 September of the current year and end on 31 August of the following year.
- 2) The academic year shall be divided into winter and summer semesters and a vacation period. The semester shall be divided into a teaching period and a period for the completion of study obligations. The teaching part of the semester shall comprise a minimum of 11 and a maximum of 15 teaching weeks. The examination period shall last at least 4 weeks. In the last semester of studies, the dean may adjust the teaching schedule in other ways.
- 3) The timetable of the academic year is determined by the Dean of the Faculty of Public Policy and Administration of Danubius College.

Art. 2

Credit system of study

- 1) The organization of all levels and forms of higher education at the Faculty of Public Policy and Public Administration of Danubius College (hereinafter referred to as "FPP AND PA") is based on the credit system of evaluation. The credit system of study uses the accumulation and transfer of credits. It enables the assessment of a student's workload related to the completion of the courses of the study programme in accordance with the rules contained in the study programme.
- 2) Credits are numerical values assigned to courses, expressing the amount of work required to acquire the prescribed learning outcomes.
- 3) The standard student workload for the whole academic year in the full-time form of study is expressed as 60 credits, per semester as 30 credits. The standard student workload for a full academic year of part-time study is expressed as 45 credits.
- 4) The student receives credits upon successful completion of the course. Credits may be earned only once for a given course during the course of study.
- 5) Credits must be obtained for compulsory, optional and elective courses in the structure prescribed by the study programme.

- 6) The credit-based system of study facilitates the openness of the department from within, promotes student mobility and provides the student with the opportunity to participate in the development of his/her study plan.
- 7) Credits must be earned by the student in such a composition as determined by the program of study.
- 8) If a student completes part of his/her studies at another higher education institution in the Slovak Republic or abroad on the basis of a study contract, the credits earned shall be credited (transferred) on the basis of a transcript of results issued to the student by the higher education institution at which the credits were earned.
- 9) The total number of credits required for the proper completion of studies in his/her Bachelor's degree is 180 credits. In the Master's degree 120 credits.

Art. 3

Field of study, study programme, study plan

- 1) A field of study is an area of knowledge that can be the subject of higher education at any of its three levels. Within a field of study, programmes of study are offered which profile graduates for the needs of practice and further education.
- 2) Higher education in a field of study or in a combination of fields of study is obtained by studying according to an accredited study programme (Section 83(1) of the Higher Education Act) in that field of study or in a combination of fields of study. The study programme is specified in more detail in Section 51(4) of the Higher Education Act.
- 3) A study programme is a set of courses consisting of educational activities, which are mainly lectures, seminars, exercises, final theses, project work, laboratory work, internships, excursions, professional practice, state examinations and combinations thereof, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the above-mentioned rules, makes it possible to obtain a higher education degree.
- 4) The FPP AND PA programme of study shall be structured in such a way that the student earns at least 80 % of the total number of credits intended for successful completion of the programme of study for compulsory and mandatory elective courses during the course of study.
- 5) The study programmes at the FPP AND PA are carried out in two stages: a) the study programme of the first stage is a bachelor's study programme (hereinafter referred to as "bachelor's study programme"), b) the study programme of the second stage is a master's study programme (hereinafter referred to as "master's study programme").
- 6) The study programme shall include a recommended study plan, which shall be designed in such a way that by completing it the student meets the conditions for successful completion of studies of the standard length.
- 7) The study plan shall be drawn up by the student himself/herself or in consultation with the study advisor from the course offerings of the study programme in order to comply with the rules set out in the study programme and the provisions of these Regulations.
- 8) The student's study plan determines what courses the student will take as part of his/her studies, specifies their time sequence and establishes the forms of assessment of learning outcomes.
- 9) The recommended study plan shall include the names of compulsory, compulsory elective courses, the number of credits for the courses of the study programme, the weekly number of hours in the full-time form of study, the basic educational activities and their number of

hours, the recommended semester of study, and the name of the course supervisor.

Art. 4

Bachelor's study programme

- 1) The Bachelor's degree programme aims at acquiring theoretical and practical knowledge based on the current state of science or art. Academically oriented bachelor's degree programmes aim at the continuation of a second cycle of higher education.
- 2) Graduates of bachelor's programmes shall obtain a first cycle College degree.
- 3) The standard length of study for a bachelor's degree programme is three academic years in the full-time form of study and four academic years in the part-time form.
- 4) Bachelor's degree graduates shall be awarded the academic degree of 'Bachelor' (abbreviated as "Bc.").

Art. 5

Master's study programme

- 1) The Master's study programme aims at acquiring theoretical and practical knowledge based on the current state of science or art and at developing the ability to apply it creatively in the pursuit of a profession or in the continuation of higher education in a doctoral study programme.
- 2) 2) The standard length for a second-degree study programme is two academic years in the full-time form of study and three academic years in the part-time form of study.
- 3) 3) Graduates of the master's degree programme shall obtain a second-degree College degree.
- 4) 4) Graduates of the Master's degree programme shall be awarded the academic degree of "Master" (abbreviated as "Mgr.").
- 5) 5) Graduates of study programmes who have been awarded the degree "Master" or similar study programmes abroad may take the rigorosum examination, which includes the defence of the rigorosum thesis in the field of study in which they have received their higher education or in a related field of study.

Art. 6

Study programme courses

1) Each course is uniquely identified within the DANUBIUS COLLEGE by its code and title, and is designed as a one-semester course. The basic details of the nature of the course are given in the course identification sheet:

- (a) Credit endowment
- (b) The forms of instruction and their hourly endowments
- (c) The guarantor and the teacher
- (d) Prerequisite courses (hereinafter referred to as 'prerequisites')
- (e) The conditions of completion of the course and the method of assessment
- (f) Course content
- (g) The control parts (stages) of the course
- (h) A list of study literature, information sources.

2) Courses included in the study programme are divided into the following according to the obligation to complete them:

- a) Compulsory - their completion is a condition for successful completion of a given stage of study, part of study or the entire study programme
- b) Compulsory electives - successful completion of a specified number of these courses, according to the student's choice, in the structure determined by the study programme, is a condition for successful completion of part or the entire study programme
- c) Elective - successful completion of these courses of the student's choice in the structure determined by the study programme is a condition for successful completion of part or the entire study programme.

3) As a rule, only those courses that are taught at the DANUBIUS COLLEGE are marked as compulsory courses of the study programme. A study programme of a given study programme may include among the compulsory electives or electives courses which are taught at another College, if the dean of the respective College or faculty agrees.

Art. 7

Enrolment of courses

- 1) By enrolling in courses, the student determines what part of the obligations prescribed by the study programme he/she wishes to complete in the next period of study to which the enrolment applies, so that the number of credits he/she can obtain by successfully completing them is sufficient in the given period to meet the condition for continuing his/her studies.
- 2) In one year of full-time study, a student may enroll in courses totaling no more than 90 credits. The maximum of 45 credits per academic year in part-time study does not include credits for carried-over study obligations from the previous academic year. The number of credits does not include credits for courses which, after enrolment, are recognized on the basis of the student's successful completion of them during previous studies.
- 3) If a student enrolls in and does not successfully complete a compulsory course, the student has the option to enroll in the course again during the course of study as part of the current degree programme. After a second unsuccessful attempt to pass a required course, the student is withdrawn from the course.
- 4) If a student enrolls in and fails a compulsory elective course, he/she has the option of enrolling in the course again or choosing another compulsory elective course instead. After a second unsuccessful attempt to pass the selected compulsory elective course, the student is expelled from studies. Exclusion from study for repeated failure to pass a compulsory elective course does not apply if the student has already obtained the specified number of credits for the compulsory elective courses as part of the study programme.
- 5) A student may re-enroll in an elective course during his/her studies which he/she has failed, or may enroll in another elective course instead. If the student has achieved a sufficient number of credits for the elective courses, he/she does not need to enroll in any elective course.

Art. 8

Admission process

- 1) Detailed regulation of the relations that arise in the course of enrolment in studies is contained in the general rules of enrolment in studies, registration and control of study results at the faculties of Danubius College (hereinafter referred to as "DANUBIUS COLLEGE").
- 2) Prior to enrolment, a student may express his/her interest in the courses he/she wishes to

take in the following academic year/semester and discuss their composition with the Dean of the Faculty or the Associate Dean for Studies.

- 3) Enrolment is carried out by the study department or another department in charge of the study agenda.
- 4) Enrolment shall include a check on the fulfilment of the criteria for advancement to the next year or semester of study.
- 5) A student may cancel or change his/her enrolment in a course within two weeks of the beginning of the semester due to a scheduling conflict or if the course has been officially cancelled. In doing so, he/she must follow the policies in effect for course enrollment.
- 6) A student who has not enrolled within 5 days after the scheduled enrollment deadline and has not apologized in writing within that time period is considered to have withdrawn from the course. The dean shall notify the student of the withdrawal within 15 days after the expiry of this period.

- 1) Students from other faculties or colleges may enroll in a course at DANUBIUS COLLEGE with the approval of the Dean of the FPP AND PA or his/her designated coordinator.
- 2) The enrollment process must allow students to take the course in the following sequence or hierarchy:
 - (a) students of their own COLLEGE for whom the course is compulsory, of whom priority is given to the student with the greater number of years of attendance and to students from other colleges for whom the completion of the course is imposed by the learning agreement which the COLLEGE has concluded with its college (or faculty)
 - (b) students of the COLLEGE's own college who have enrolled in a course as a compulsory elective or elective
 - c) students from other faculties, from other universities, for whom the course is a compulsory elective
 - d) students from other faculties of the College who enroll in the course as an elective.
- 3) It is only possible to refuse a student from another faculty of another college to enroll in any of the compulsory elective courses taught at the college on the grounds of failure to complete the prerequisites, if such continuation is stipulated, and for capacity reasons.
- 4) Students may also enroll in elective courses at another faculty of another College, subject to the rules contained in the programme of study, if capacity reasons do not prevent this. Permission to enroll is granted by the dean of the faculty or the Chancellor of the College at which the course is taught.
- 5) Students of other faculties of another college may enroll in courses at the college under the same conditions as students of the college. Students from other colleges may enroll in a course at the college only with the approval of the college's FPP AND PA Dean.
- 6) Evidence of study are:
 - (a) a statement of studies (index)
 - b) a statement of the results of the studies.
- 7) The statement of studies (index) is a compulsory document of studies, which mainly records the courses and the results of the academic achievement or study performance check. The details of the content of the documents of studies are regulated by Section 67 of the Higher Education Act.

Art. 9

Process of the studies

- 1) Students are lectured, given seminars and examined by professors, associate professors,

assistant professors, assistant professors with third-degree College education, research and artistic staff and, with the consent of the Dean, assistant professors, assistants and practitioners from Slovakia and abroad. Lectures in compulsory courses of the "core of knowledge" of the study programme are guaranteed and conducted by professors or associate professors; selected lectures may also be conducted in compulsory courses by assistant professors with a third-degree College education, including experts from practice, with the consent of the course guarantor.

- 2) Participation in educational activities and the conditions of course evaluation are governed by the decision of the course supervisor in coordination with the study programme supervisor.
- 3) Each course is a one-semester course, has a code and a title. The basic data about the course are given in the information sheet. Course information sheets are part of the degree programmes offered and are published on the FPP AND PA website.
- 4) At the beginning of each semester, the teacher specifies to the students the information contained in the course information sheet, in particular the course outline, the list of course readings, the forms and dates of interim and final assessments and other requirements for successful completion of the course.
- 5) The student may make use of the tutorials that are published on the FPP AND PA website.
- 6) Bachelor's and Master's theses are supervised by professors, associate professors, assistant professors with third degree and practitioners. Bachelor theses may also be supervised by teachers with a second degree.
- 7) The dean of the faculty decides on the recognition of courses or the transfer of credits and grades on the basis of the internal regulations of the faculty. The completion of a course within the framework of student mobility (e.g. Erasmus), to which the student has been sent by the faculty, is recognized on the basis of the transcript of study results. The transcript becomes part of the student's personal study record.

2. PART

EXAMINATION RULES

Art. 10

Control of the studies

- 1) The evaluation of the student's study results within the study subject is carried out by continuous control during the teaching part of the semester (control questions, written tests, independent work assignments, term papers, laboratory protocol, seminar report, etc.) and on their basis by the final completion of the study obligations.
- 2) The forms of assessment and their contribution to the overall assessment of the study are listed in the course information sheet. The sum of the shares of the individual forms of assessment in the overall assessment of the course is 100%.
- 3) Completion of the course is usually assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course as stated in the course information sheet.
- 4) If a student has not earned credit for a course, he/she is entitled to two make-up terms.

Art. 11

Evaluation of the courses

- 1) Completed courses are evaluated by a grade and the awarding of credits. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the course objective stated in the course identification sheet.
- 2) The dates of the final assessment of each course shall be announced by the relevant department. The dates of the final assessment must be sufficiently spread out, i.e. so that at least one examination date is scheduled in each week of the relevant examination period. Departments shall also announce the date for the final assessment in the final week of teaching ('pre-term'). The head of the department providing the course is responsible for ensuring that sufficient deadlines are announced and observed. In the event of the examiner's illness or business trip, the head of the department providing the course is obliged to arrange for a replacement.
- 3) The evaluation of the student's performance in the examination is carried out by six grading levels:

A- Excellent (outstanding results) = 1

B- Very good (above average results) = 1.5

C- Good (average results) = 2

D- Satisfactory (acceptable results) = 2.5

E- Sufficient (results meet minimum criteria) = 3

FX- insufficient (further work required) = 4

- 4) A student will receive credit for the course if his/her performance has been evaluated with a minimum grade of E.
- 5) The student's performance of course assignments during the semester (in seminars, practicals, etc.) may be evaluated by the instructor within a specified range of points.
- 6) The points obtained from the continuous assessment for the semester's work shall be added to the points awarded to the student for the quality of his/her knowledge as demonstrated and ascertained in the examination. The various grades of the credit qualification scale are awarded on the basis of this score, which reflects the degree of success in completing the course as follows:

A = 94 - 100 points = 1

B= 87 - 93 points = 1,5

C= 80 - 86 points = 2

D= 73 - 79 points = 2.5

E= 65 - 72 points = 3

FX = 0 - 64 points = 4

- 7) A student who has been found to have cheated in the performance of a course requirement shall be graded with a failing grade, FX, in the appropriate course. Cheating in the performance of a course requirement is considered a disciplinary infraction.
- 8) Persons responsible for the assessment of the course shall record the results of the completion of the study obligation in the course in the AIS within the specified deadlines.
- 9) If a student has not earned credit for a course by the regular deadline or has not attended the regular deadline, the student is entitled to two make-up/remediation dates.
- 10) Failure to meet the requirements in the make-up/remediation period will be recorded by the instructor in AIS. The substitute/remediation deadline must be properly marked in the AIS by the teacher.
- 11) A student who, for serious health or personal reasons, is unable to complete the course requirements on the scheduled date may complete them on another designated date upon an approved written request.

Art. 12

Control stages

- 1) The form of control of the course of study is represented by the control stages of study

determined by the study programme.

2) The control of the student's course of study is carried out by the study department after the completion of the part of the study determined by the study programme or study regulations.

3) If the student wishes to continue his/her studies, he/she must:

(a) at the end of the first semester, demonstrate the successful completion of at least two compulsory courses and obtain at least 15 credits for the successfully completed courses

b) at the end of the first year of study, obtain at least 80 % of the credits from the courses enrolled in

(c) participate annually in the enrolment for the following academic year on the date specified in the study timetable.

4) The number of credits assigned to each control part of the course of study shall be set in such a way as to preserve the student's choice of pace of study.

Art. 13

Weighted academic average

1) The grade point average is used to evaluate the student's overall academic performance during the defined period of study. It shall be calculated for each student for the academic year and for the entire period of study.

2) The weighted grade point average is calculated by adding the products of the number of credits and the numerical grade for the College courses enrolled by the student during the period under review and dividing the result by the total number of credits earned by the student during the period.

3) A grade of 4 will be included in the weighted grade point average for courses that the student enrolled in and did not successfully complete. Courses that are not graded with a grade are not included in the calculation of the weighted grade point average.

4) The weighted grade point average is mainly used in the overall evaluation of the study programme, in the preferential selection of courses due to capacity constraints, in the decision on the award of scholarships, the granting of loans, in the selection of students for academic mobility, etc.

Art. 14
Final thesis

- 1) The final thesis at FPP AND PA is a bachelor's thesis, master's thesis or doctoral thesis.
- 2) A student in the Bachelor's or Master's programme is required to choose a thesis topic no later than the end of the penultimate academic year of his/her studies and to register for the thesis topic by the deadline specified in the faculty timetable via the AIS.
- 3) The basic requirements to be met by the thesis are listed on the faculty's website.
- 4) The final thesis will be prepared by the student under the guidance of the thesis supervisor (advisor).
- 5) In the case of Bachelor's and Master's degree programmes, the thesis is assessed by the supervisor and the opponent, who prepare a written assessment of the thesis in the AIS system.
- 6) The student has the right to upload the thesis to the AIS system for originality checking only on the basis of the consent given by the thesis supervisor.
- 7) The student submits the thesis referred to in paragraph 1 to KIEVS DANUBIUS COLLEGE in electronic form and in written form in a bound hardcover for the purpose of its archiving, bibliographic registration and its accessibility. The method and conditions for making the theses available are laid down in the internal regulations of DANUBIUS COLLEGE issued by the Chancellor.
- 8) The student who has prepared the final thesis has the right to get acquainted with the thesis reviews at the latest three working days before the defence.
- 9) If the thesis is graded by the supervisor with a qualifying grade of FX, the thesis cannot be the subject of a state examination defence and must be revised. If the supervisor's assessment is expressed by a qualification grade in the range A-E and the opponent's assessment is FX, the student may take part in the defence.
- 10) The defence of the thesis is one of the state examinations.
- 11) The result of the thesis defence shall be assessed by grading grades A to FX.
- 12) If the thesis supervisor or supervisor or opponent(s) are not members of the examination board, they may be invited to the thesis defence and have the right to be heard during the evaluation of the thesis.
- 13) The thesis may be written in Slovak or Czech, if the Dean agrees, in another language, usually English. In philological study programmes, the final thesis may also be prepared in the language of the study programme. In the case of a thesis in a foreign language, the thesis must contain a summary in the Slovak language of at least one page.

Art. 15
State Exams

- 1) The state examination may be taken by a student who has fulfilled the obligations set out in the study programme at the examination carried out in the last year of study. The condition for admission to the state examination is:
 - (a) obtaining a minimum of 180 credits for B.Sc., 120 credits for M.Sc.
 - b) submission of the final thesis
 - c) the student must have settled his/her financial obligations towards the faculty and the College (especially tuition and fees related to studies)
- 2) The date(s) of the state examination shall be set by the Dean in accordance with the schedule of studies.
- 3) If serious circumstances prevent a student from attending the state examination and he/she submits an excuse in advance or no later than 5 days after the date, the Dean may set an alternative date for the state examination. If the student fails to appear on the appointed date without an excuse or if the dean does not recognize the reason for the excuse, the student's absence shall be assessed as a failure of the examination. It is possible to repeat the state examination or the subject of the state examination no more than twice.
- 4) The state examination shall be conducted before an examination board (hereinafter referred to as "the board").
- 5) The right to sit the state examination shall be vested in College teachers acting as professors and associate professors and other experts approved by the relevant scientific council.
- 6) The dean shall determine, in accordance with the Higher Education Act, the composition of the commission from among the persons authorized to examine. The commission shall have at least four members. At least two members of the examination board for state examinations shall be College teachers acting as professors or associate professors; in the case of a bachelor's degree programme, at least one College teacher acting as professor or associate professor. A quorum shall be present if the chairperson and at least two other members are present.
- 7) The result of the state examination shall be assessed by grading grades A to FX.

Art. 16
Overall evaluation of the study

- 1) The overall evaluation of the study is carried out after the completion of the College's obligations prescribed by the study programme and the successful completion of the state

examination by grades:

(a) passed with distinction

b) passed

2) The student may be awarded the DANUBIUS COLLEGE Chancellor's Prize for outstanding results achieved during his/her studies.

3. PART

CHANGES IN THE COURSE OF STUDIES AND TERMINATION OF STUDIES

Art. 17

Change of study programme

- 1) The dean may, upon written request, permit a student to change his/her study programme within the same or a related field of study if the student's study programme is comparable to the content of the new study programme. The Dean of the FPP AND PA shall seek the approval of the Chancellor of DANUBIUS COLLEGE before making a decision.
- 2) If the original program of study and the new program of study are studied in different faculties, the approval of both respective deans is a prerequisite for the change. The consent of the Chancellor will be sought from the Dean of the Faculty in which the student will study after the change.

Art. 18

Discontinuation of studies

- 1) A student's studies may be interrupted on the basis of his/her written request, usually for a complete part of the studies (semester, year).
- 2) A student's studies may be interrupted for a maximum of one year without giving a reason.
- 3) If the reason for the interruption is due to health or serious personal reasons, studies may be interrupted for a maximum of two years, except for interruptions due to parental leave, when the maximum interruption period is three years.
- 4) If a student's studies are interrupted more than once, the total duration of the interruption may not cumulatively exceed two years, except for interruptions due to parental leave.
- 5) Interruptions of studies shall be authorized by the Dean. The decision to authorize or not

to authorize the interruption of studies shall contain all the elements, including the precise duration of the interruption of studies, and shall be final and not subject to appeal.

Art. 19

Termination of studies

1) A student duly completes his/her studies by graduating according to the relevant study programme if:

(a) has completed all compulsory courses and a number of compulsory elective courses totaling at least 180 credits (B.Sc.)/120 credits (M.Sc.)

b) successfully passed the state examinations prescribed by the study programme and defended the final thesis.

2) The date of completion of studies shall be the date on which the last of the conditions prescribed for the proper completion of studies of a given study programme has been fulfilled.

3) In addition to the regular termination of studies, the study shall be terminated:

(a) By abandonment of studies

b) By exceeding the standard length of studies by more than two years, (except for child care) unless the student has been granted an extension of the length of studies by decision of the dean

(c) Exclusion from studies for failure to meet the requirements of the study programme and these study regulations

(d) Expulsion from studies for a disciplinary offence (Section 72(2)(c) of the Higher Education Act)

(e) Cancellation of the study programme pursuant to Section 87(2) of the Higher Education Act if the student does not accept the offer of COLLEGE to continue his/her studies in another study programme

(f) Death of the student.

4) The dean shall decide to terminate a student's studies under paragraph 3(c) for failure if the student:

(a) At the end of the first semester has not demonstrated successful completion of at least three compulsory courses and two compulsory elective courses

(b) Has not obtained at least 40 credits in the first year of study

(c) Even after the second enrolment, has not obtained credits for a compulsory course or a compulsory elective course (in the case of a compulsory elective course, this provision does not apply to a student who has already successfully completed a specified number of compulsory

elective courses)

(d) Has earned fewer than 80 credits in total in any four consecutive semesters

(e) Has failed to meet the requirements for the relevant part of the course within the time limit.

5) Withdrawal from studies may occur for the following reasons:

a. of the student's own free will

b. from the student's permission to enroll at another College or FPP AND PA DANUBIUS COLLEGE after fulfilling the conditions set out in its study regulations, based on his/her written request.

c. if the student fails to appear for enrolment in the next period of study or fails to appear for re-enrolment after an interruption, after being requested to appear for enrolment within ten working days of receipt of the request; the student may request an extension of this period for medical reasons which prevent him/her from appearing for enrolment, otherwise the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned his/her studies.

6) If a student wishes to withdraw from studies, he/she shall notify the Dean in writing.

7) The faculty shall issue a transcript of courses successfully completed and passed to a student who has dropped out of the programme upon request.

Art. 20

Graduation certificates and academic degrees

1) Documents of completion of the study programme in the field of study, which are the College diploma, the state examination certificate and the supplement to the diploma, are issued by DANUBIUS COLLEGE. As a rule, the College diploma and the diploma supplement are handed over at the academic ceremony - graduation.

2) DANUBIUS COLLEGE provides for the issue of the College diploma in a combination of the State language and English. If the diploma is issued in two languages, a supplement to the diploma is also issued in these languages, either as a single document in two languages or as two documents in separate languages.

(3) The diploma certificates shall be issued within 45 days of the regular completion of the studies, unless the graduate agrees to a later issue of the diploma certificates.

Art. 21

Commendations and rewards

- 1) Students who have achieved or have achieved outstanding academic results during their studies or have produced an excellent final thesis, or who have shown an exemplary civic attitude or performed an exemplary act, or who have represented DANUBIUS COLLEGE in an exemplary manner at domestic and especially international student scientific or other important competitions may be awarded a commendation by the Chancellor after discussion in the Board of Trustees.
- 2) The rules for the award of the Chancellor's commendation and the associated award of a one-off scholarship are regulated by the DANUBIUS COLLEGE Scholarship Regulations.

4. PART

DOCTORAL PROCEEDINGS

Art. 22

Doctoral proceedings

- 1) A graduate of a second-degree study programme/department (hereinafter referred to as "candidate") may take the rigorosum examination, which includes the defence of a rigorosum thesis in the field of study in which he/she has obtained a higher education degree or in a related field of study.
- 2) By the doctoral examination and the defence of the doctoral thesis, the candidate demonstrates that, on the basis of independent study and independent, usually scientific work in the field of study, he/she has acquired deeper knowledge in its broader basis and is capable of independently acquiring new knowledge of science and practice, developing it creatively and is able to apply the acquired knowledge in a creative way in practice.
- 3) The doctoral examination and defence of the doctoral thesis at the FPP AND PA shall take place in the approved relevant field of study of the doctoral procedure.
- 4) The doctoral examination begins after the candidate has arranged the topic of the doctoral examination thesis on the basis of the confirmation of his/her application form and has submitted to the relevant department of the FPP AND PA a confirmation of the payment

of the fee for the acts connected with the arrangement of the doctoral examination.

5) The doctoral procedure shall be terminated:

(a) the award of the academic degree "PhDr."

b) the decision of the committee that the candidate has failed to pass the doctoral examination even if he/she repeats the doctoral examination

c) the delivery of a written request by the candidate to the Dean for the termination of the doctoral procedure.

6) A graduate of a foreign higher education institution may also apply for the doctoral examination, which includes the defence of the doctoral thesis, under the same conditions, provided that his/her proof of education issued by the foreign higher education institution is equivalent to the proof of education issued by a higher education institution in the Slovak Republic.

Art. 23

Application for the Doctoral Examination

- 1) The application for the rigorosum examination must be in writing and the applicant shall include, in addition to his/her personal data:
 - (a) the study programme/field of study in which he/she obtained his/her higher education
 - (b) the field of study chosen for the rigorous examination
 - (c) the provisional title of the thesis
 - (d) the two subjects in which he/she wishes to take the rigorous examination.
- 2) The following shall form part of the application for the rigorous examination:
 - (a) a certified copy of the College diploma
 - (b) a certified copy of the state examination certificate, or a certified copy of the diploma or certificate of the state final examination
 - (c) if the applicant has been awarded the academic degree of 'Master' subsequently, a certified copy of the certificate of authorization to use the academic degree
 - (d) if the applicant has graduated from a foreign College, a certified copy of the decision on the equivalence of the educational document, or the decision on the recognition of the educational document, or the nostrification clause
 - (e) other materials to be decided by the Dean.
- 3) The dean or the Associate-dean for studies shall consider the application for the rigorosum procedure and take a written opinion within 30 days from the date of its receipt.
- 4) If the application meets the requirements, the dean/dean of studies shall confirm its acceptance in writing.
- 5) If the application does not meet the criteria, the dean/dean of studies will return the application and invite the applicant to complete the necessary information within a specified time limit.
- 6) If the faculty has not granted the right to hold the rigorosum examination and the defence of the rigorosum thesis in the study programme/field of study which the applicant has indicated in his/her application, the dean/dean of studies shall return the application to the applicant or offer him/her a related programme/field of study in which the faculty has granted the right.

Art. 24

Doctoral thesis

- 1) The dean may allow a candidate, at his/her request and with the consent of the chair of

the committee, to submit a thesis in a foreign (world) language. In this case, the thesis must have a Slovak summary of at least one page. At the applicant's request, the dean may also agree that the defence of the thesis and the rigor examination be held in that language.

- 2) A candidate may not submit his/her diploma or other qualification thesis or a compilation thesis as a rigorous thesis.
- 3) Within 30 days from the date on which the dean has confirmed the acceptance of the application, the candidate must agree/explain his/her proposed topic of the rigorous thesis with the person designated by the dean/Associate-dean for studies.
- 4) Within six months of the submission of the thesis, and no later than one month prior to the rigorosum examination, the Dean/Dean of Studies shall notify the candidate in writing of the place and date of the rigorosum examination.
- 5) After the successful defence of the thesis, the relevant department or faculty library will normally submit a draft licence agreement to the author of the thesis, in which the manner and scope of use of the thesis and the period of time for which the author grants the licence will be agreed. On the basis of the licence agreement, the faculty library shall ensure the bibliographic registration, preservation and access to the defended rigorous thesis.
- 6) For the purpose of preservation and bibliographic registration of the work in accordance with Section 8(2)(b) of Act No 183/2000 Coll. (the Libraries Act), the relevant faculty library shall secure consent from the author of the rigorous thesis to make a digital reproduction of the thesis.
- 7) If the author of the rigorous thesis does not conclude a licence agreement, he/she shall state the reasons why he/she does not give consent for its disclosure.

Art. 25

Examination board for the doctoral examination

- 1) The rigorous examination and the defence of the rigorous thesis are held on the same day before the rigorous examination board (hereinafter referred to as the "board") appointed by the dean.
- 2) Only College teachers working at the College as professors and associate professors and other experts approved by the relevant scientific council shall have the right to sit for the rigorosum examinations.
- 3) The composition of the committees shall be determined by the dean of the faculty from among the persons authorized to examine pursuant to paragraph 2.
- 4) The commission shall consist of a chairperson and at least two other members.

- 5) The chairperson of the commission shall appoint at least one opponent for the assessment of the rigorous thesis from among professors, associate professors, scientific workers with the scientific qualification degree of CSc. or DrSc. or with an academic degree pursuant to Section 54 (15) or (16) of the Higher Education Act, or assistant professors with the scientific or academic degree CSc., Dr., PhD., ArtD. or ThDr..
- 6) The referee is obliged to prepare a written referee's report in the AIS system.
- 7) The faculty shall deliver the referee's report to the candidate no later than 7 days before the rigorosum examination.

Art. 26

Doctoral examination and defence of the doctoral thesis

- 1) The rigorous examination may be held only if the chair of the committee and at least two other members of the committee are present.
- 2) The rigorous examination shall consist of two parts. It shall begin with the defence of the thesis and shall be followed immediately by an oral examination in the specified subjects of study. During the defence of the doctoral thesis, the candidate shall comment on the remarks made in the referee's report and answer the questions of the members of the committee.
- 3) The committee shall vote publicly on the result of the rigorosum examination at a closed part of its meeting on the day of the rigorosum examination. The evaluation of the doctoral examination shall be 'pass' or 'fail'. If, in the event of a tie in the case of a higher even number of members of the Board, the vote of the Chairperson shall be decisive.
- 4) A record of the doctoral examination shall be made on the day of the examination and shall be signed by the chairman of the committee and the other members of the committee present at the examination. The documentation, including the record, shall be archived at the faculty of the College in accordance with the applicable regulations.
- 5) After successful completion of the doctoral examination at FPP and PA, the candidate receives the degree "PhDr."-"Doctor of Philosophy".

Art. 27

Repeating the doctoral examination

- 1) If the candidate fails to appear for the doctoral examination on the appointed date and justifies his/her absence in writing within 15 days, the dean shall, on the basis of his/her written request and in agreement with the chairman of the committee, appoint an alternative date for the rigorosum examination to be held.
- 2) If the candidate does not appear for the doctoral examination on the appointed date and does not justify his/her absence in writing within 15 days, he/she shall be evaluated as if he/she had failed the examination.
- 3) A candidate who fails to pass the defence of the thesis or the oral examination may repeat the doctoral examination. The date of repeating the doctoral examination shall be determined by the dean in agreement with the chairman of the committee. If the candidate has defended his/her thesis, the defence of the thesis does not have to take place when the doctoral examination is repeated. Otherwise, the committee shall determine whether the thesis needs to be revised or supplemented.

Art. 28

Fees associated with the doctoral procedure

- 1) The form of payment and the due date of fees are determined by the Statutes of Danubius College, the current Danubius College Fees Directive and the Doctoral Procedure Directive.

Art. 29

Validity and effectiveness

- 1) The Study and Examination Regulations were adopted by the Academic Senate of FPP AND PA DANUBIUS COLLEGE on 25 May 2018
- 2) The Study Regulations of the Faculty of Public Policy and Public Administration shall enter into force on the date of its approval by the Academic Senate of DANUBIUS COLLEGE.

In Sládkovičovo, the 24th of October 2019

Doc. Ing. Ján Králik, CSc.
Chairman of the Academic Senate

Doc. PhDr. et Mgr. Peter Ondria, PhD.
Dean of the FPP and PA