

DANUBIUS COLLEGE



STUDY REGULATIONS

Danubius College

effective from the academic year 2014/2015.

Sládkovičovo 2014



CONTENTS

I. PART I. GENERAL PROVISIONS 5

Art. 1 Introductory provisions 5

Art. 2 Basic provisions 5

II. PART I. RULES GOVERNING ADMISSION TO THE COLLEGE 6

Art. 3 Admission procedure and conditions of admission 6

Art. 4 Application for admission 6

Art. 5 Admission interview 7

Art. 6 Decision on the result of the admission procedure 9

Art. 7 Publication of the results of the admission test 9

Art. 8 Publication of the results of the admission procedure 10

Art. 9 Documentation of the admission procedure and possibilities of consultation 10

Art. 10 Review of the decision not to admit 11

Art. 11 The right of an applicant to enrol and its termination 12

Art. 12 Admission of Bachelor's graduates to Master's studies 12

Art. 13 Admission procedure for students transferring from another College 13

III. PART DEGREES AND FORMS OF STUDY AT THE COLLEGE OF HIGHER EDUCATION 14

Art. 14 Degrees and forms of study at the DANUBIUS COLLEGE, standard length of study 14

Art. 15 Rights and obligations of students 16

IV. ORGANISATION OF STUDIES AT THE COLLEGE OF HIGHER EDUCATION 17

Art. 16 Study timetable 17

Art. 17 Organisation of enrolment 18

Art. 18 Credit system of studies 19

Art. 19 Study programme, curriculum and study documents 20

Art. 20 Study programme subjects and learning activities 22

Art. 21 Enrolment and completion of courses 23

Art. 22 Recording, monitoring and evaluation of learning outcomes 24

Art. 23 Grades and weighted average 25

Art. 24 Control stages of study 26



- Art. 25 Final thesis 27
- Art. 26 State examinations 28
- Art. 27 Overall assessment of studies 30
- Art. Article 28 Change of study programme within a higher education institution 30
- Art. 29 Academic mobility 31
- Art. 30 Recognition of completed courses, transfer of credits and grades 32
- Art. 31 Interruption of studies 32
- Art. 32 Termination of studies 33
- Art. 33 Withdrawal from studies 35
- Art. 34 Exclusion from studies 35

V. PART I. PROCEEDINGS IN MATTERS OF STUDY RIGHTS AND OBLIGATIONS OF STUDENTS 36

- Art. 35 Commencement of proceedings concerning students' study rights and obligations 36
- Art. 36 Particulars of the decision and service thereof 36
- Art. 37 Application for review of a decision to exclude a student from studies 37
- Art. 38 Validity of the decision 38

VI. PART I. DOCTORAL PROCEEDINGS AT THE COLLEGE OF HIGHER EDUCATION 38

- Art. 39 Doctoral proceedings 38
- Art. 40 Application for the doctoral examination 39
- Art. 41 Doctoral thesis 41
- Art. 42 Examination board for the doctoral examination 42
- Art. 43 Doctoral examination and defence of the doctoral thesis 42
- Art. 44 Repeating the doctoral examination 43
- Art. 45 Fees associated with the doctoral examination 43
- Art. 46 Award of the degree 43

VII. PART II PhD STUDIES AT THE COLLEGE 44

- Art. 47 PhD studies 44
- Art. 48 Study part of PhD studies 45
- Admission procedure for PhD studies 45
- Art. 49 Schedule of studies 47
- Art. 50 Credit system of PhD studies and evaluation of study results 48
- Art. 51 Supervisor 49
- Art. 52 PhD student's study programme 50
- Art. 53 Annual evaluation of the PhD student 51
- Art. 54 Dissertation examination 51
- Art. 55 Dissertation 53



Application for permission to defend a doctoral thesis 53
Art. 56 Essentials of a dissertation 54
Art. 57 Preparation of the dissertation defence 54
Art. 58 Dissertation opponents and their opinions 56
Art. 59 Defence of the dissertation 57
Art. 60 Decision on the award of the academic degree 60
Art. 61 Evidence of completion of studies 60
Art. 62 Change of form of doctoral studies 60
Art. 63 Termination and interruption of doctoral studies 61
Art. 64 Fees 61
Art. 65 Study Regulations of the Faculties 62
Art. 66 Final Provisions 62



These Study Regulations of Danubius College (hereinafter referred to as the "Study Regulations of DANUBIUS COLLEGE " or "Study Regulations") is in accordance with Section 15 (1) (b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "Act on Higher Education Institutions").

I. PART

GENERAL PROVISIONS

Art. 1

Introductory provisions

These Study Regulations of DANUBIUS COLLEGE govern the study of DANUBIUS COLLEGE students at all levels of study admitted to study programmes accredited under the Higher Education Act.

Art. 2

Basic provisions

(1) Studies at DANUBIUS COLLEGE are conducted at faculties or other units of DANUBIUS COLLEGE (hereinafter referred to as "faculties").

(2) Graduates of the Bachelor's degree programme are awarded the academic degree of Bachelor ("B.Sc.") The standard length of study is determined by the accredited study programmes.

(3) Graduates of a follow-up Master's degree programme shall be awarded the academic degree of Master ("Mgr."). The standard length of study is determined by the accredited study programmes.

(4) All academic rights and freedoms are guaranteed at DANUBIUS COLLEGE. In relation to study, these are in particular the student's right to learn while maintaining freedom of choice of study within the accredited study programmes and freedom of teaching, consisting in particular in openness to different scientific views, research methods and artistic directions and in the possibility of expressing one's own opinions.



II. PART

RULES GOVERNING ADMISSION TO THE COLLEGE

Art. 3

Admission procedure and conditions of admission

- (1) The admission procedure is a process that enables an applicant to demonstrate that he/she meets the specified conditions for study and to become a student of the chosen study programme at the faculty.
- (2) The basic conditions for admission to study are laid down in the Higher Education Act. The faculty may determine additional conditions for admission to the study programme in question and the method of their verification. An entrance examination may be part of the verification of the fulfilment of the conditions for studies, if the faculty so determines. The admission procedure for PhD studies shall always include an entrance examination.

Art. 4

Application for admission

- (1) The dean of the faculty shall publish in due time, no later than 20 September in the academic year preceding the academic year in which the study is to commence, if it is a bachelor's study programme or a study programme pursuant to section 53, subsection 1, of the Act on the Study of the Faculty of Education. In the case of other study programmes, no later than two months before the last day set for the submission of applications, the deadline for the submission of applications for studies, the conditions for admission to studies, the date and method of verification of their fulfilment, and, if the verification of aptitude for studies includes an entrance examination, the form and framework content of the examination and the method of evaluation of its results, as well as information on the number of applicants that the faculty plans to admit to the study of the relevant study programme.
- (2) The facts pursuant to subsection (1) shall be published on the faculty's website and in a manner that allows mass access. These facts may not be changed subsequently until the admission procedure has been completed.
- (3) The admission procedure for an applicant for studies shall commence with the delivery of his/her written application for studies to the faculty which implements the relevant study programme.
- (4) The written application for studies must be submitted on the prescribed form, within the



VYSOKÁ ŠKOLA DANUBIUS

prescribed time limit and must be signed by the applicant.



-
- (5) The application shall be accompanied by proof of payment of the admission fee. Consent to the processing of personal data shall form an integral part of the application form. The amount of the admission fee, the method of payment and the payment arrangements shall be published in accordance with paragraph 2.
 - (6) If the application form is not properly completed or if it does not contain proof of payment of the fee pursuant to paragraph 5, the faculty shall invite the applicant to remedy the deficiencies within a specified period of time. If the applicant fails to remedy the deficiencies within the specified period, which shall not be less than 7 days, the application shall be deemed invalid.
 - (7) If the admission procedure includes an admission interview, the faculty shall send the applicant an invitation to the admission interview no later than 28 days before the date of the interview or before the date of the first part of the interview.

Art. 5

Admission interview

- (1) The entrance examination may be divided into several parts and may be held on one or more days.
- (2) At least one regular and, as a rule, one alternative date must be fixed for the admission examination.
- (3) An alternative examination date may be granted by the Dean to an applicant who so requests in writing. Reasons for allowing an alternative date may include, for example, sudden illness or study abroad.
- (4) The entrance examination for the first and second cycle of studies must be written; where the nature of the programme of study so requires, it may also be supplemented by an oral or talent test or by verification of physical or other aptitudes.
- (5) The dean may lay down rules which the candidate is obliged to observe during the entrance examination.
- (6) The dean shall appoint an examination board to conduct the entrance examination. The examination board shall consist of at least two members.
- (7) The admission examination for PhD studies shall be held before an admission board consisting of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the field committee.
- (8) Before the beginning of the admission examination or part thereof, the identity of the applicant shall be verified according to his/her identity card or other identity document (passport).
- (9) A record shall be kept of the conduct of the entrance examination of each applicant, which shall form part of the admissions file. This file shall also include
 - (a) the written test prepared and evaluated, indicating the result (number of points obtained)



and signed by the person who evaluated the test or entered the data into the computer,

(b) a record of the oral examination, including the questions put to the candidate, the result of the examination, the date and the signatures of the members of the examination board; or

(c) a record of a talent (aptitude) or practical test which includes the tasks set to the candidate, the result of the test, the date and the signatures of the members of the board of examiners, if it is part of the admissions procedure.

(10) The marking of written tests must be anonymous, i.e. the person marking the tests must not know which applicant wrote the test.

(11) The PhD Admission Board shall evaluate the result of the admission examination in a closed session. If several candidates have applied for one topic and the nature of the topic precludes several candidates from addressing it, the order of the candidates shall be determined according to the success rate of the admission examination. In determining the order, the admissions board shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.).

(12) A report shall be drawn up on the result of the admission examination for PhD studies. The committee shall submit a proposal for the admission of the successful candidate to the dean.

(13) The dean or the authorised vice-dean or the examination board shall discontinue the admission examination of an applicant or a part thereof if the applicant commits fraud or acts contrary to the rules announced at the beginning of the admission examination. The results of the aborted admission test of that applicant shall not be evaluated, no alternative date for the admission test shall be given and the admission test shall be deemed unsuccessful.

(14) The dean or the dean's designee or the examination committee shall also discontinue an entrance examination or part thereof if circumstances are discovered during the course of the examination that violate the equality of the candidates involved in the admission continuation. The results of the interrupted entrance examination shall not be evaluated; the entrance examination shall be repeated on an alternative date or on another date determined by the Dean.



Decision on the result of the admission procedure

- (1) The dean decides on admission to the study programme.
- (2) The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. It must contain the verdict, the reasons for the decision, an indication of the possibility of applying for a review of the decision and the signature of the dean or the vice-dean authorised by the dean. The decision on the outcome of the admission procedure must be hand-delivered to the applicant. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the faculty for 15 days. The last day of this period shall be deemed to be the date of service.
- (3) An applicant who fails to prove fulfilment of the basic conditions for admission to the course of study pursuant to §56 of the Higher Education Act at the time of verification of fulfilment of the admission conditions, the dean of the faculty may issue a decision on conditional admission to study. In the event that the student fails to prove fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment in the study, the dean shall issue a decision cancelling the decision on conditional admission to the study and deciding not to admit the applicant to the study. If the student proves fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment, he/she shall be deemed to have been duly admitted to the study of the chosen study programme.
- (4) A copy of the decision on the result of the admission procedure shall be included in the admission file.

Art. 7

Publication of the results of the admission test

- (1) If an entrance examination is held in the study programme, on the day of the entrance examination or on the following day at the latest, the faculty shall make available to the applicant, using the academic information system, the result achieved in the individual subjects of the entrance examination, as well as the overall result of his/her entrance examination.
- (2) On the working day following the day on which the admission examination was held (the evaluation of the examinations has ended if the admission examinations were held abroad), the faculty shall publish on its website and on the official faculty notice board the results of the admission examination of all applicants in the following format: applicant code, overall result of the admission examination. The results shall be published by study programme and shall be arranged according to the applicant's code. If a programme of study admits applicants without an entrance examination as well as on the basis of an entrance examination, only applicants who have passed the entrance examination shall be



VYSOKÁ ŠKOLA DANUBIUS

listed. At the same time, the number of applicants admitted to the study programme without an entrance examination shall be indicated.



-
- (3) Where an entrance examination takes more than one day, the results referred to in paragraph shall be made available to the applicant on the last day of such examination. If the entrance examination is held outside the territory of the Slovak Republic, the result according to paragraph 1 shall be made available to the applicant on the day of the evaluation of the examination, and the results according to paragraph 2 on the working day following the day on which the results of the entrance examination were evaluated.
 - (4) The published information must be annotated "The list is for information only, the dean's decision on the outcome of the admissions procedure, which will be delivered to the applicant in his or her own hand, shall be decisive."

Art. 8

Publication of the results of the admission procedure

- (1) No later than 24 hours after the end of the meeting of the admissions committee of the dean of the faculty, the faculty shall publish on its website and on the official faculty notice board a list of admitted applicants, either an overall list or a list according to individual study programmes. The method of publication shall be determined by the Dean of the Faculty.
- (2) If the faculty publishes an overall list of admitted applicants, it shall indicate the following data: the code of the applicant and the study programme to which the applicant has been admitted.
- (3) If the faculty publishes a list of admitted applicants according to individual study programmes, it shall indicate only the codes of the admitted applicants.
- (4) The published information shall be annotated "The list is for information only; the dean's decision on the outcome of the admission procedure, which will be delivered to the applicant in his/her own hand, shall be decisive."

Art. 9

Documentation of the admission procedure and possibilities of consultation

- (1) The faculty is obliged to store the documentation of the admission procedure, the documentation of enrolment in studies and enrolment in the next part of studies, the transcript of the results of studies, copies of the documents of graduation and the documentation of the decision-making on the academic rights and obligations of the student for at least 25 years from the date of completion of the studies.
- (2) The applicant has the right to inspect the documentation of his or her admissions procedure no later than 10 days after receipt of the dean's decision. By inspection it is understood that the applicant may read the documentation and make copies or extracts from it.
- (3) Only the applicant or a person authorised in writing by the applicant may inspect the materials. The documentation of the admission procedure may be inspected in the



designated premises of the faculty in the presence of persons authorised by the dean.

- (4) Reasonable conditions must be created and a reasonable period of time set for consulting the documentation.
- (5) If a candidate finds that his or her test has been incorrectly scored or that there has been an error in determining the final number of points obtained, he or she shall report this fact to the person present at the inspection in accordance with subsection (3) and shall also indicate it in the request for a review of the decision not to admit.

Art. 10

Review of the decision on non-admission of the student

- (1) An applicant who has received a decision not to be admitted to study may apply for a review of that decision. The application shall be submitted to the authority which issued the decision within eight days of the date of its receipt.
- (2) The dean may himself grant the application if he finds that the decision was issued in violation of the law, an internal regulation of DANUBIUS COLLEGE or the faculty, or the conditions laid down pursuant to section 57(1) of the Higher Education Act. Otherwise, it shall forward the application to the Chancellor within 15 days from the date of its receipt, together with the attached file and the written opinion of the Dean of the Faculty on the applicant's comments and objections.
- (3) The Chancellor shall reverse the decision if it was issued in contravention of the law, the internal regulations of DANUBIUS COLLEGE or the conditions laid down pursuant to section 57(1) of the Higher Education Act. Otherwise, he/she shall reject the application and confirm the original decision.
- (4) The Chancellor's decision under subsection (2) shall contain a statement of the reasons and an indication that no application for review may be made against it.
- (5) The response to the applicant for a review of the decision must be sent within 30 days of receipt of the request for a review of the decision not to admit the applicant to study at the faculty.
- (6) The dean shall review the applicant's objections raised during the review of the materials or raised in the request for review of the decision. If it is shown that the candidate has been prejudiced by an error on the part of the faculty, the Dean, in cooperation with the Examination Committee, shall be obliged to rectify the deficiency and place the candidate on the waiting list according to the corrected score.
- (7) Changes to the admissions documentation made pursuant to paragraph (6) must be made by the Board of Examiners and a record of such changes must be made and signed by the members of the Board of Examiners.
- (8) If, after the changes made pursuant to paragraph 6, the applicant is included among those who meet the conditions for admission to the relevant programme of study, the dean shall reverse his or her decision and admit the applicant to the programme of study.



Art. 11

The right of an applicant to enrol and its termination

- (1) Upon notification of the decision on admission to the study, the applicant shall become entitled to enrol in the study. The date, place and method of enrolment shall be determined and communicated to the admitted applicant by the faculty.
- (2) The enrolment of admitted applicants may also take place before the beginning of the academic year in which their studies are to commence, if the faculty so determines. The applicant shall not subsequently become a student until the beginning of that academic year unless he or she notifies the faculty in writing that he or she is cancelling his or her enrolment by 15 August prior to the beginning of that academic year.
- (3) The faculty shall have the right to request information from an admitted applicant as to whether he/she will enrol. The applicant is obliged to provide such information to the faculty no later than the deadline set by the faculty.
- (4) The applicant's right to enrol on the basis of the admission decision shall be terminated if he/she answers negatively to the faculty's question whether he/she will enrol or fails to respond by the specified time.
- (5) If an applicant's right to enrol for studies expires, the faculty shall revoke the decision by which the next applicant in the order of the results of the admission procedure was not admitted to studies and shall issue a new decision on his/her admission to studies.

Art. 12

Admission procedure of Bachelor's graduates to Master's studies

- (1) The basic conditions for admission to the master's programme are a first-degree College degree or a second-degree College degree, where the sum of the number of credits obtained in the previous College studies leading to the College degree and the number of credits required for the proper completion of the master's programme for which the applicant is applying must be at least 300 credits.
- (2) The dean of the faculty shall decide on the admission of an applicant to a master's study programme who has obtained a higher education pursuant to subsection (1) on the basis of the fulfilment of the admission requirements, taking into account the specified number of students to be admitted to the study of the study programme and the capacity of the workplace providing the teaching.
- (3) The dean may decide that applicants for study in a master's degree programme must



undergo an entrance examination.

Art. 13

Admission procedure when a student transfers from another College

- (1) DANUBIUS COLLEGE may allow, under the conditions specified in its study regulations, the enrolment of a student who has been admitted to study a degree programme in the same field of study or in a related field of study at another College, if he/she requests it in writing (hereinafter referred to as "transfer"). The dean, with the approval of the Chancellor, decides whether to authorise the change.
 - (2) A student may apply for a transfer from another higher education institution at the beginning of the academic year at the earliest after successful completion of the first year of study and fulfilment of the conditions for advancement to the next year of study according to the rules laid down at the higher education institution from which the student wishes to transfer.
 - (3) The transfer shall be carried out in the form of an admission procedure in accordance with Section 58 of the Higher Education Act.
 - (4) The conditions of the admission procedure for transfer shall be approved by the Academic Senate of the faculty on the proposal of the dean of the faculty. They may differ from the conditions of the admission procedure for studies which applicants from secondary schools or graduates of a study programme of a certain degree were obliged to fulfil for admission to higher degree studies. Unless the faculty has approved specific admission requirements for transfer from another higher education institution, the admission requirements for the relevant academic year shall apply. Recognition of completed courses and transfer of credits shall be governed by Art. 30.
 - (5) The transfer application shall be accompanied by a transcript of the results of the studies completed to date and the syllabus of the courses successfully completed.
-

III. PART

DEGREES AND FORMS OF STUDY AT DANUBIUS COLLEGE

Art. 14

Degrees and forms of study at DANUBIUS COLLEGE, standard length of study

- (1) DANUBIUS COLLEGE provides, organises and ensures higher education in the bachelor's degree programme as a first-degree study programme (hereinafter also referred to as "bachelor's degree programme"), in the master's degree programme as a second-degree study programme (hereinafter also referred to as "master's degree programme") and in the PhD degree programme as a third-degree study programme (hereinafter also referred to as "PhD degree programme").
- (2) DANUBIUS COLLEGE, resp. its faculties may provide a study programme in cooperation with other higher education institutions, including higher education institutions located outside



the territory of the Slovak Republic (hereinafter referred to as "joint study programme") on the basis of an agreement on a joint study programme, which contains in particular the conditions of admission, the conditions of its completion, details on the organisation of studies, the academic degree awarded, details of the documents on the completion of studies, the conditions of validity of the internal regulations of the College for students of joint study programmes and the conditions for deciding on their academic rights and obligations in accordance with the internal regulations of the College and the legislation of the state in which the study is carried out.

(3) Higher education studies shall be carried out by DANUBIUS COLLEGE according to accredited study programmes, the list of which shall be published in the manner prescribed by law.

(4) The Chancellor, after discussion in the Academic Senate of DANUBIUS COLLEGE, shall submit the proposal of study programmes which are not carried out at the faculties to the Scientific Council of DANUBIUS COLLEGE for approval.

(5) The Dean of the Faculty, after discussion in the Academic Senate of the Faculty, submits the proposal of study programmes which are carried out at the faculties to the Scientific Council of the Faculty for approval.

(6) The study programme shall be carried out in the full-time form of study and in the part-time form of study. Both full-time and part-time forms of study shall be carried out by the full-time method or by the distance method or a combination thereof. If the use of the same methods is not possible, any unavoidable differences in the delivery of the full-time and part-time study programme must not adversely affect the learning outcomes.

(7) The full-time form of study shall be organised in such a way that the study according to the recommended curriculum corresponds, depending on the study programme, in terms of time demands, to the student's work in 1500 to 1800 hours per academic year, including independent study and independent creative activity.

(8) The external form of study of study programmes accredited after 1 January 2013 shall be organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the work of the student in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity. The external form of study of study programmes accredited before 1 January 2013 is organised in accordance with the accreditation in force.

(9) The organisation of all levels and forms of higher education at DANUBIUS COLLEGE is based on the credit system of study in accordance with the Decree of the Ministry of Education of the Slovak Republic.

(10) The faculties may also teach individual courses or parts of studies for other faculties, universities or institutions.

(11) The standard length of study is specified in the accreditation file of the study programme.

(12) The standard length of study in the full-time form for a study programme is

(a) of the first degree (bachelor's degree programme), including professional practice, three academic years,

(b) the second cycle (master's degree programme following a bachelor's degree programme), including professional practice, shall be two academic years,



(c) a third cycle (PhD programme) of at least three and no more than four academic years.
(13) The standard length of study in the external form for a study programme shall be

- (a) the first degree (bachelor's degree programme), including professional practice, for at least three and at most four academic years,
 - (b) the second cycle (a master's degree programme following a bachelor's degree programme), including professional experience, shall be at least two and not more than three academic years,
 - (c) a third cycle (PhD programme) of at least four and not more than five academic years.
-

Art. 15

Student rights and obligations

- (1) An applicant admitted to study becomes a student of DANUBIUS COLLEGE by enrolling in a study programme of higher education, implemented at DANUBIUS COLLEGE or its faculties.
- (2) The student has the right to:
 - (a) to study the study programme to which he/she has been admitted,
 - b) to form a study plan according to the rules of the study programme,
 - c) to enrol in the next part of the study programme if he/she has fulfilled the obligations specified in the study programme or study regulations,
 - (d) respecting the time and capacity constraints imposed by the study programme, choose the pace of study, the sequence of courses, while maintaining their prescribed continuity, and choose a teacher for a course taught by more than one teacher before the start of the course,
 - (e) to apply to study at another higher education institution within the framework of their studies, including abroad (academic mobility),
 - f) participate in research, development, artistic and other creative activities at DANUBIUS COLLEGE ,
 - g) participate in the establishment and activities of independent associations operating at DANUBIUS COLLEGE in accordance with the law,
 - h) to comment at least once a year on the teachers and the quality of teaching by means of an anonymous questionnaire,
 - (i) freely express opinions and comments on higher education,
 - (j) to information and advisory services relating to their studies and to the employability of graduates in practice,
 - (k) to change the study programme or its form within the same field of study or a combination of fields of study, under the conditions laid down in the study regulations,
 - l) to lodge a complaint with the Dean of the Faculty and to deal with it; to receive, register, investigate, deal with complaints and to comply with measures taken to remedy them,
 - m) to review the Dean's decision to exclude a student from studies for failure to comply with the requirements and obligations arising from the Study Regulations of DANUBIUS COLLEGE or



the Faculty,

n) to review the Dean's decision to exclude a student from study for cheating in the entrance examination.

(3) In particular, the student shall:

(a) comply with the internal regulations of DANUBIUS COLLEGE and its components,

b) protect and make economic use of the property, resources and services of DANUBIUS COLLEGE ,

c) pay the tuition fees and fees associated with studies directly to DANUBIUS COLLEGE by the due date or, after the rejection of a request for remission, within 15 days of receipt of a new request for payment, truthfully stating the facts relevant for their determination,

d) notify DANUBIUS COLLEGE or the faculty at which he/she is studying of the address for service of documents or of any change of address,

e) to appear in person at the written summons of the Chancellor, Dean or an employee of DANUBIUS COLLEGE or faculty authorised by them,

f) to prepare properly for classes and all forms of study control (examinations), to perform the tasks assigned by the teacher in a timely and proper manner, to have the teaching aids as instructed by the teacher,

g) observe the principles of good behaviour, especially in relation to teachers and other faculty staff.

(4) In accordance with the Higher Education Act, the bodies of the academic self-government of the faculty have the right to decide on behalf of DANUBIUS COLLEGE in matters of academic rights and obligations of students enrolled for studies according to the study programmes conducted at the faculty.

(5) A student of DANUBIUS COLLEGE is, by virtue of the Higher Education Act, a member of the academic community of DANUBIUS COLLEGE , if he/she is studying a study programme at the faculty, also a member of the academic community of the faculty.

(6) A student may be subject to disciplinary action for culpable violation of the law, the Statutes of DANUBIUS COLLEGE or other internal regulations of DANUBIUS COLLEGE or the faculty at which the student is studying, or for violation of public order.

(7) The details of the procedure for a disciplinary offence shall be regulated by the Disciplinary Regulations of DANUBIUS COLLEGE, or the Disciplinary Regulations of the faculty at which the student is studying.

IV. PART

ORGANISATION OF STUDIES AT DANUBIUS COLLEGE

Art. 16

Schedule of the study

(1) The academic year shall begin on 1 September of the current year and end on 31



August of the following year.

- (2) PhD studies may also commence at the beginning of the second semester of the academic year.
- (3) The academic year shall be divided into winter and summer semesters.
- (4) Each semester consists of a teaching part and an examination period; in doctoral studies it also consists of a scientific part.
- (5) 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 also adjust the teaching schedule in other ways.
- (6) The Chancellor shall establish a unified study schedule for the following academic year no later than 31 January after discussion in the DANUBIUS COLLEGE Chancellor's College.
- (7) The timetable of studies for doctoral study programmes may differ from the timetable of studies set by the Chancellor of DANUBIUS COLLEGE . It shall be set by the Dean of the faculty in which the doctoral study programme is being implemented, after discussion in the Faculty Board, no later than 28 February for the following academic year.

Art. 17

Organisation of enrolment for studies

- (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 .
- (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 Vice-Dean for Studies.
- (3) Enrolment shall be carried out by the study department or other unit in charge of the study agenda.
- (4) The documentation on enrolment in PhD studies shall also include the approved individual study plan of the PhD student.
- (5) Students of other faculties or universities may enrol in a course at a faculty with the consent of its dean or designated coordinator, provided that the student has completed the prescribed



prerequisites and unless insufficient teaching capacity prevents this.

(6) If the course in which students enroll has limited capacity (for space, staffing, or other reasons), students shall be permitted to enroll in that order:

(a) students of their own faculty for whom the course is compulsory (they have it as recommended in the curriculum plan in the relevant semester) and students of other universities who enrol in the course as compulsory on the basis of a learning agreement,

b) students of their own faculty for whom the course is a compulsory elective,

c) students from other faculties of DANUBIUS COLLEGE for whom the subject is a compulsory elective by agreement between the faculties,

d) students from their own faculty for whom the course is optional,

e) students from other faculties of DANUBIUS COLLEGE for whom the course is optional,

f) students from other universities for whom the course is optional.

(7) Within the categories referred to in paragraph 6 (a) to (f), priority shall be given to the students with the better weighted academic average calculated in accordance with Art. 23.

Art. 18

Credit system of study

(1) The credit system of study enables to evaluate the student's workload associated with the completion of courses in accordance with the rules contained in the study programme, facilitates the openness of DANUBIUS COLLEGE from the inside, supports student mobility and provides the student with the opportunity to participate in the development of his/her study plan.

(2) Credits are numerical values assigned to courses, expressing the amount of work required to acquire the prescribed learning outcomes.

(3) The standard student load for a full academic year of full-time study is 60 credits, and 30 credits per semester.

(4) The standard student workload for a full academic year of part-time study is a maximum of 48 credits. The aforementioned condition applies to students in the external form of study admitted to study a study programme accredited after 1 January 2013.

(5) A student receives credits upon successful completion of the course. Credits may be earned only once for a given course during the course of a study programme.

(6) Credits earned for the completion of courses are cumulative (added up, accumulated) for the student. One of the conditions for the continuation of studies after a predetermined control stage of studies is the acquisition of the necessary sum of credits specified by the study programme.

(7) The total number of credits required for the proper completion of studies is for a study programme with a standard length of study according to Art. 14, para. 12 and 13:

(a) in the Bachelor's degree programme, at least 180 credits;

(b) for the master's degree, at least 120 credits;



(c) in a full-time PhD programme, 180 credits when the standard period of study is three years and 240 credits when the standard period of study is four years; in an external programme, 180 credits when the standard period of study is four years and 240 credits when the standard period of study is five years.

(8) A PhD student shall earn credits for the following areas of activity during his or her studies:

(a) completion of the study part, which consists mainly of specialised PhD lectures and seminars according to the PhD student's study plan. The study part is completed by passing the dissertation examination. The PhD student shall be awarded 20 credits for successfully passing the dissertation examination, if so determined by the internal regulations of the faculty. In addition, the doctoral student has the possibility to enrol in complementary courses offered by the faculties in their study programmes, in particular in the Master's degree programme, if he/she has not already taken them in the previous level of higher education. The study of supplementary subjects and individual study of scientific and professional literature do not replace the attendance of compulsory lectures and seminars specified in the PhD student's study plan, nor the performance of teaching activities at the College,

b) independent creative activity in the field of science (publications, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the doctoral thesis,

c) teaching activity at the College or faculty (e.g. conducting practical exercises, etc.) or other practical activity carried out at the faculty or at a related establishment, if this is required by the nature of the study. The faculties shall determine the credit values for these activities in their internal regulations (this provision does not apply to PhD students in part-time study),

d) the dissertation and its defence shall be awarded 30 credits. The credits must be obtained in such a composition as determined by the study programme.

(9) If a student completes part of his/her studies at another faculty or another higher education institution in the Slovak Republic or abroad on the basis of a study contract (within the framework of academic mobility), the credits earned shall be transferred to him/her on the basis of a transcript of results prepared by the faculty or higher education institution at which the credits were earned by the student. The transfer of credits does not automatically imply recognition of the completion of a course from the study programme in which the student is enrolled. The Dean of the Faculty shall decide on the recognition of the completion of a course in place of a course from the study programme, after the opinion of the guarantor of the course concerned, on the basis of a specific written request from the student. The provisions of Art. 30 shall apply *mutatis mutandis*.

Art. 19

Study programme, study plan and study documents

(1) A study programme is a set of courses consisting of educational activities § 7 (1) (b) of the Decree of the Ministry of Education No. 614/2002 Coll. on the credit system of study as amended. A set of rules designed so that the successful completion of these educational activities, while complying with the rules laid down, enables the student to obtain a higher education degree.

(2) The study programme is further specified by the requirements specified in the Higher Education



Act.

(3) A study programme may be pursued in a field of study or in a combination of fields of study which are part of the system of fields of study.

(4) The conditions for the implementation of joint study programmes shall be determined in a cooperation agreement to be concluded by the cooperating faculties.

(5) The rules for the completion of a study programme shall be designed in such a way that a student shall obtain at least 70 % of the total number of credits intended for the successful completion of studies for compulsory and compulsory elective subjects during the course of his/her studies.

(6) The study programme of PhD studies consists of a study part, which ends with the dissertation examination, a scientific part and the defence of the dissertation. In the case of a doctoral student who is registered for a dissertation topic written by an external educational institution, the agreement between DANUBIUS COLLEGE or the faculty and this institution shall also include the conditions for carrying out the study part of the PhD studies and the PhD student's teaching activities.

(7) The study programme includes a recommended study plan, which is designed so that by completing it the student fulfils the conditions for successful completion of studies of the standard length.

(8) The student's study plan determines the time and content sequence of courses and sets out the forms of assessment of the study results.

(9) The study plan, in addition to the form of assessment of learning outcomes, is drawn up by the student from the courses offered in the study programme in such a way as to comply with the rules of the study programme and the provisions of these Study Regulations.

(10) PhD studies shall be conducted according to an individual study plan, which shall be drawn up by the PhD student in cooperation with the supervisor and submitted by the supervisor for approval by the departmental committee. The individual study plan shall consist of a study and a scientific part and shall also include the dates by which the PhD student is to complete the individual courses and the dissertation examination.

(11) The approved individual study plan of the PhD student is part of the documentation of the PhD student, which is kept by the relevant doctoral studies department. The PhD student shall submit the study plan to the relevant PhD studies office no later than the end of October of the academic year in which the PhD student started his/her studies, or when there is a change in the PhD studies.

(12) Evidence of studies shall be:

- (a) a statement of studies (index),
- (b) a statement of the results of the studies.

(13) The statement of studies (index) is a compulsory document of studies in which subjects and the results of the examination of academic achievement or study performance are recorded. The details of the content of the documents of studies are regulated by Section 67 of the Higher Education Act.



Art. 20

Study programme subjects and educational activities

(1) The study programme is divided into courses. A course is made up of individual separate learning activities or a combination thereof (paragraph 8), which are aimed at providing education in a defined field.

(2) Each subject is uniquely identified within DANUBIUS COLLEGE by its code and title. The basic details of the nature of the course are given in the course information sheet.

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

(a) compulsory - their completion is a prerequisite for successful completion of part or all of the study programme,

b) compulsory electives - they illustrate the nature of the study and allow the student to adapt the study plan to his/her individual interests according to his/her own choice in the structure determined by the study programme,

c) electives - are other subjects that a student may enrol in order to supplement his/her studies and to obtain a sufficient number of credits in the relevant part of the study.

(4) Compulsory and compulsory elective subjects are usually taught at the faculty where the study programme is carried out. Compulsory subjects may also include subjects taught at another faculty in agreement with the dean of that faculty.

(5) As a rule, a student shall enrol in elective courses from the offer of elective courses of his/her study programme, but also from the offer of other study programmes of other faculties or universities within the framework of the applicable rules.

(6) Courses in the programme of study are divided according to their continuity into:

(a) Courses without continuation; enrolment in such a course is not conditional on the completion of another course,

(b) subjects conditional on the completion of other subjects - the completion of such a subject is only possible after the successful completion of another subject or subjects - prerequisites.

(7) The study according to each study programme includes a final thesis, which, together with its defence, constitutes one course; the defence of the final thesis is one of the state examinations.

(8) Educational activities are mainly lectures, seminars, exercises, final thesis, project work, laboratory work, internship, excursion, professional practice, state examination and their combinations.

(9) The student is obliged to complete the learning activities listed in the course information sheet. Absence from the educational activities may be excused by the instructor due to incapacity for work or due to other obstacles on the part of the student (in particular, performance of a public function, performance of a civic duty in the general interest, maternity and parental leave, quarantine, treatment of a sick family member, examination or treatment in a medical facility, the birth of a child to the student's spouse, accompanying a family member to a medical facility, death of a family member, the student's own wedding or the wedding of a close relative of the student,



unforeseen interruptions or delays in regular public transport, relocation), which the student shall prove with the appropriate documents. The instructor may require the student to prepare a make-up assignment as a substitute for absence from class.

(10) When a student re-enrolls in a course pursuant to Art. 22 (2) to (4), the instructor may, upon written request of the student, in justified cases, accept participation in all or some of the learning activities that the student completed when the course was first enrolled, without compensation.

Art. 21

Enrolment and completion of courses

(1) By enrolling, the student defines his/her study plan for the following semester or year of study.

(2) A student may enrol in a compulsory course during the course of his/her studies again in accordance with the rules laid down in the study programme. After a second unsuccessful attempt to pass a compulsory course, the student is expelled from the course of study in accordance with the Higher Education Act.

(3) For a registered compulsory elective course which the student has not successfully completed, the conditions of paragraph (2) shall apply analogously; however, the student may choose another course from the offer of compulsory elective courses instead, if this is permitted by the rules for the choice of compulsory elective courses of the study programme.

(4) A student may re-enrol during his/her studies in an elective subject which he/she has failed, or may enrol instead in another elective subject or a compulsory elective subject from among the compulsory elective subjects not yet taken. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any elective course. If the student has not achieved a sufficient number of credits, he/she shall be withdrawn from the course after a second unsuccessful attempt to take the chosen elective course.

(5) The student must enrol for each semester in courses of such credit value and in such a composition (compulsory, compulsory elective and elective) that at each stage of the study control he/she can fulfil the conditions for continuing his/her studies or for termination of his/her studies. In each year of study must enrol in and successfully complete courses worth at least 40 credits in full-time study and 30 credits in part-time study, except in the final year of study. The maximum value of credits enrolled in one year shall not exceed 1.5 times the standard load of a full-time student and 1.25 times the standard load of a part-time student. For compelling reasons, upon written request, the Dean may allow a full-time student to enrol in courses for more than 1.5 times the standard course load. A part-time student may not be permitted to enrol in courses for more than 1.25 times the standard course load. The above condition applies to part-time students admitted to study a programme of study accredited after 1 January 2013. The Dean's decision to allow or not to allow enrolment in courses for more than 1.5 times the standard course load of a full-time student is final and cannot be appealed.

(6) In the academic year in which the student plans to graduate, he/she shall enrol in courses with such number of credits that by obtaining them he/she fulfils the requirements for graduation.



Art. 22

Recording, monitoring and evaluation of learning outcomes

- (1) Detailed regulation of the relations that arise in the registration and control of studies is contained in: the General Rules of Enrolment, Registration and Control of Study Results at the Faculties of DANUBIUS COLLEGE .
- (2) The evaluation of a student's learning achievements in the course of study (hereinafter also referred to as "course evaluation") shall be carried out in particular:
 - (a) by continuous control of the learning outcomes during the teaching part of the given study period (control questions, written tests, assignments for independent work, term papers, reports for seminars, etc.),
 - (b) an examination for that period of study.
- (3) Elective courses are assessed by continuous examination of the learning outcomes.
- (4) Examinations shall be held in the examination period of the semester in which the student has taken the course; the provision of Art. 24 (4) shall not be affected.
- (5) The conditions for the assessment and passing of the course shall be expressed in the course information sheet, indicating the form of assessment and the conditions for obtaining the various grades.
- (6) The recommended curriculum shall prescribe a maximum of five subjects culminating in an examination per semester. A student has the right to arrange his/her study plan in such a way that he/she may take more than five compulsory and compulsory elective courses culminating in an examination.
- (7) The teacher shall announce at the beginning of the semester the specific method of study control, including the dates and the method of evaluation of the control.

Art. 23

Classification grades and weighted study average

- (1) DANUBIUS COLLEGE uses a scale consisting of six grading levels to evaluate learning outcomes:
 - (a) A - excellent (outstanding results) (numerical value 1),
 - b) B - very good (above average results) (numerical value 1.5),
 - c) C - good (average results) (numerical value 2),
 - d) D - satisfactory (acceptable results) (numerical value 2.5),
 - (e) E - satisfactory (results meet the minimum criteria) (numerical value 3),
 - f) FX - insufficient (further work required) (numerical value 4).
- (2) The assessment (grade, classification level) reflects the quality of the acquisition of knowledge or skills in accordance with the course objective, as stated in the course information sheet.
- (3) A course is passed if the student has obtained a grade A to E. The student will only receive credits for successfully passing the course.



(4) A student who has received a grade of FX in a course is entitled to two make-up terms as long as the student meets the requirements of the interim grade. A student is not entitled to remedial or alternative opportunities to meet the requirements of the interim assessment unless such an opportunity is specified in the course information sheet, or unless the instructor specifies otherwise at the beginning of the semester, or unless the Faculty Regulations specify otherwise. If the student fails to meet the conditions of the continuous assessment, he/she is graded with a grade of FX without the possibility to take part in the final examination. A student may re-enrol in a compulsory course during his/her studies which he/she has failed. After a second unsuccessful attempt to pass a compulsory course, the student is expelled from the course. A student may re-enrol in a compulsory elective course during his/her studies which he/she has failed, or may enrol in another compulsory elective course instead of the compulsory elective course. After a second unsuccessful attempt to pass the selected compulsory elective course, the student is expelled. The student may re-enrol in the elective course which he/she has passed unsuccessfully during his/her studies, or may enrol in another elective course instead. If the student has achieved a sufficient number of credits, he/she does not have to enrol in any elective course. (Decree 614/2002 § 5)

(5) Courses that the student has enrolled in and failed to take, e.g. did not participate in the final assessment or did not participate in the compulsory learning activities listed in the course information sheet and the instructor did not excuse the student's absence (see Art. 20 para. 9), are graded with a grade of FX at the end of the respective examination period.

(6) A weighted learning average is used to assess the student's overall performance. The weighted study average for an academic year/semester shall be calculated by adding the products of the credit evaluation of the course and the numerical value of the grade (paragraph 1) for all courses taken by the student in a given year/semester and dividing by the sum of the credits enrolled for that year/semester. Courses that the student enrolled in and were graded with a grade of FX, or that the student enrolled in and did not take and were thus graded with a grade of FX according to paragraph 5, are also counted in the average with a grade of "4".

(7) The weighted grade point average for the entire course of study shall be calculated analogously to paragraph 6, with only successfully completed courses included in the calculation.

(8) The weighted grade point average is used in particular for audition selections forced by teaching capacity, for decisions on the award of certain scholarships, etc.

Art. 24

Control stages of the study

(1) If a full-time student (except a PhD student) and an external student admitted to study according to study programmes accredited until 31 December 2012 wish to continue their studies, they must:

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

(b) in each year of study, obtain a minimum of 40 credits for the winter and summer semesters for the courses successfully completed, except in the case where the student has only the state examination to complete.

(2) If a student (other than a PhD student) of an external form of study admitted to study under



study programmes accredited after 1 January 2013 wishes to continue his or her studies, he or she must:

- (a) and at the end of the first semester demonstrate successful completion of at least one compulsory course and the acquisition of at least 10 credits for successfully completed courses;
 - b) in each year of study, obtain a minimum of 30 credits for successfully completed courses and a maximum of 1.25 times the standard course load for successfully completed courses for the winter and summer semesters.
- (3) In an academic year during which a student has a break in studies or has participated in a duly approved academic mobility for only part of the academic year (see Art. 29), he or she must fulfil the conditions under paragraphs 1 and 2 *mutatis mutandis*.
- (4) In the full-time form of PhD studies, a doctoral student must obtain a minimum of 40 credits for his/her progression to each subsequent academic year. In the part-time form of PhD studies, the PhD student must obtain a minimum of 30 credits and a maximum of 1.25 times the standard load for each academic year.
- (5) Failure to comply with the conditions set out in paragraph (4) shall be grounds for the supervisor to submit a proposal to the dean in the annual evaluation (paragraph (6)) for the exclusion of the PhD student from the studies.
- (6) In PhD studies, at the end of each academic year, the supervisor shall submit to the dean an annual evaluation of the PhD student's fulfilment of the study plan (including the number of credits awarded) with a statement as to whether or not he or she recommends the PhD student's continuation in studies. In doing so, the supervisor shall assess the status and level of the PhD student's study plan, compliance with deadlines, and, if necessary, make a proposal for modifying the PhD student's individual study plan. On the basis of the PhD student's annual evaluation, the dean decides whether the PhD student may continue his/her studies and on any changes to his/her study programme.

Art. 25

Final thesis

- (1) The final thesis is a bachelor thesis, master thesis or dissertation.
- (2) The bachelor's thesis and the master's thesis shall demonstrate the student's ability to work creatively in the field of study in which he or she has completed the programme of study. The defence of the dissertation demonstrates readiness for independent scientific and creative activity.
- (3) The basic elements that must be fulfilled by the thesis shall be laid down in a directive of DANUBIUS COLLEGE issued by the Chancellor.
- (4) The thesis shall be prepared by the student under the guidance of the thesis supervisor (supervisor).
- (5) The final thesis is assessed by the opponent (in the case of PhD studies, by the opponents). The opponent prepares a written opinion on the thesis.
- (6) The student who has prepared the thesis has the right to get acquainted with the thesis reviews



(the review of the thesis supervisor and the thesis opponent(s)) at the latest three working days before the defence.

(7) The defence of the thesis is one of the state examinations.

(8) The result of the final thesis defence shall be evaluated by classification grades A to FX.

(9) If the supervisor of the thesis or the supervisor or the opponent/opponents are not members of the examination committee, they may be invited to the defence of the thesis and have the right to express their opinion during the evaluation of the thesis.

(10) The final thesis may be prepared 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.

(11) The student submits the final thesis referred to in paragraph 1 to KIEVS DANUBIUS COLLEGE in electronic form for the purpose of its archiving, bibliographic registration and its accessibility. The method and conditions for making the thesis available shall be laid down in an internal regulation of DANUBIUS COLLEGE issued by the Chancellor.



Art. 26

State exams

- (1) Passing the state examination or state examinations is one of the conditions for successful completion of the study programme. The state examination may not consist only of the defence of the final thesis, except for the state examination in the Bachelor's degree programme.
- (2) A state examination may consist of several state examination subjects. In the master's degree, the state final examination shall include one or two state thesis subjects that are related in content to the topic of the master's thesis being defended.
- (3) A condition for the proper completion of PhD studies is the passing of the dissertation examination and the defence of the dissertation, which are the subjects of the state examination.
- (4) Unless the study regulations of the faculty stipulate otherwise, the state examination may be taken by a student after the student has fulfilled the obligations stipulated by the study programme
 - a) obtains at least the necessary number of credits for proper completion, if he/she studies a study programme accredited before 31 December 2012, or obtains at least enough credits to have the necessary number of credits for proper completion after obtaining credits for successful completion of the state examinations, if he/she studies a study programme accredited after 1 January 2013;
 - b) successfully completes all the prescribed compulsory courses, except for the state examination,
 - c) successfully completes the compulsory elective and elective courses in the composition determined by the study programme;
 - d) submits the final thesis;
 - e) has settled all financial obligations to the faculty and the College, in particular tuition fees and fees related to studies.
- (5) The date(s) of the state examination shall be set by the Dean in accordance with the timetable of studies.
- (6) If serious circumstances prevent a student from attending the state examination and he/she apologises 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 recognise the reason for the excuse, the student's absence shall be assessed as a failure of the examination.
- (7) The state examination shall be conducted before an examination board (hereinafter referred to as "the board").
- (8) 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. In the case of bachelor's degree programmes, College teachers in the function of assistant professor with a third-level College degree shall also have the right to sit the examination.
- (9) In accordance with the Higher Education Act, the dean shall determine the composition of the board of persons authorised to examine. The commission shall have at least four members. The



chairman of the commission shall be a College teacher holding the position of professor or associate professor ranked at the relevant faculty. A quorum shall be present if the chairperson and at least two other members are present.

(10) The conduct of the state examination and the announcement of the results shall be public. The decision of the commission on the results of the state examination shall be made at a closed meeting of the commission.

(11) The individual subjects of the state examination shall be graded with grading grades A to FX.

(12) The overall grade of the state examination shall be "pass with distinction", "pass" and "fail".

(13) The "pass with distinction" grade shall be assigned to a state examination if the student has been assessed in the individual subjects of the state examination in the regular terms only with grades A or B, whereby the number of grades with grade A may not be less than the number of grades with grade B.

(14) A pass grade shall be assigned to a state examination if the student does not comply with the rules under paragraph 13 and has not been assessed with a failing grade (FX) in any subject at the last possible date under paragraph 16.

(15) If any subject of the state examination was also marked with a grade of Insufficient (FX) at the last possible date pursuant to paragraph 16, the overall mark of the state examination shall be "fail".

(16) If the student has not taken the state examination or if he/she has failed the state examination, he/she may take it on the next alternative (make-up) date. The student repeats only that part of the state examination in which he/she was evaluated with the classification grade "insufficient" (FX). It is possible to repeat the state examination or the subject of the state examination no more than twice.

Art. 27

Overall assessment of the studies

(1) The overall result of successfully completed studies is assessed by two grades:

(a) passed with distinction,

(b) passed

(2) If a student has achieved a weighted average of better than 1.3 for the whole course of study (excluding the assessment of the subjects of the state examination) and has passed the state examination(s) with a grade of

"passed with distinction" in due time, he/she shall be assessed according to paragraph 1(a).



(3) If the conditions of paragraph 2 are not fulfilled, he/she shall be assessed in accordance with paragraph 1(b).

Art. 28

Study programme change within DANUBIUS COLLEGE

(1) The dean may, on the basis of a written application, permit a student to change the study programme or the form of the study programme within the same or a related field of study or a combination of fields of study. The dean shall seek the approval of the Chancellor before making a decision.

(2) If the original programme of study and the new programme of study are studied at different faculties, the consent of both respective deans is a condition for the change. The consent of the Chancellor shall be sought from the Dean of the faculty at which the student will study after the change.

(3) The dean of the faculty shall decide on the change of the study programme on the basis of the conditions laid down in the study regulations of the faculty. Recognition of completed courses and transfer of credits shall be governed by Art. 30.

(4) If there is a change in the PhD study programme or a change in the form of PhD study, the dean shall decide on the transfer of credits and the recognition of courses after the opinion of the departmental committee, if this is in accordance with the PhD student's new study plan.

Otherwise, the recognition of completed courses and the transfer of credits shall be governed by Art. 30.

(5) In order to successfully complete his/her studies, the student is obliged to fulfil the conditions laid down in the study programme he/she is studying after the change.

(6) A student may only apply for a change of study programme at the beginning of the academic year at the earliest after successful completion of the first year of study and after fulfilling the conditions set out in Art. 30 (1).

Art. 29

Academic mobility

(1) The conditions for the admission of students from other higher education institutions within the framework of the academic mobility of students and their studies at the faculties of DANUBIUS COLLEGE are governed by the provisions of Section 58a of the Higher Education Act.

(2) The rules and conditions for sending students on academic mobility shall be regulated by a special internal regulation of DANUBIUS COLLEGE.

(3) In the case of study within the framework of a duly approved academic mobility for only part of the academic year, the student is obliged to fulfil the conditions of the control phase of the study according to Art. 30 para. 3.

(4) Credits for courses taken within the framework of a duly approved academic mobility shall be credited to the student upon presentation of the relevant evidence of their acquisition as stipulated by the Decree and the internal regulations of DANUBIUS COLLEGE.



(5) Paragraph 3 shall not apply to students who, during the duly approved academic mobility, also take a course/subjects at the sending faculty during the relevant part of the academic year (winter or summer semester).

(6) A course taken at the receiving faculty which is similar in content and scope to a course at the sending faculty and which the student has successfully completed within the framework of a duly approved academic mobility may be accepted by the dean, after the opinion of the course supervisor, on the basis of a written request from the student, in place of the relevant course from the study programme.

(7) If a PhD student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), credits earned at this workplace shall be fully counted if he/she has been sent to this workplace as part of the fulfilment of his/her study plan and if the credit systems of the sending and receiving workplaces are compatible (transfer of credits).

(8) Paragraphs (1) to (6) do not apply to students who, during their studies, take only some courses in the relevant part of the academic year at another higher education institution and other courses in the relevant academic year at the higher education institution to which they have been admitted.

Art. 30

Recognition of completed courses, transfer of credits and grades

(1) A student may apply for recognition of completed courses, or transfer of credits and grades, if no more than 4 years have elapsed since their acquisition in bachelor's and master's degree programmes and 5 years in degree programmes pursuant to Section 53(3) of the Higher Education Act.

(2) Completed courses may be recognised and the credits and grades earned may be transferred if they are part of the prescribed study programme as compulsory and compulsory elective courses and have been assessed with grades A to E or their equivalent. Credits earned for the successful completion of a course in the Bachelor's degree programme cannot be transferred in the Master's degree programme. Similarly, credits cannot be transferred for the successful completion of a subject in a course of study which has already been duly completed and awarded an academic degree.

(3) The dean shall decide on the recognition of courses or the transfer of credits and grades on the basis of the opinion of the course supervisor; in any one academic year, a student may have courses from previous studies that have not been duly completed recognised to a maximum of 50 credits, while maintaining the conditions for study laid down in Art. 23, para. 5.

(4) If a student is admitted to study pursuant to Art. 13 or there has been a change of study programme pursuant to Art. 30, the Chancellor may grant an exemption from the recognition of the maximum value of credits pursuant to paragraph 3 on the basis of a proposal by the Dean of the Faculty.

(5) An application for recognition of courses from previous studies shall be submitted to the Dean of the Faculty at the beginning of the academic year. In addition to the application, the student is required to submit the syllabus of the course in which the credits and grade were earned. The dean shall issue a decision on the recognition or non-recognition of the courses, which shall be made in



writing, shall contain a justification and shall be delivered to the student. The Dean's decision is final and not subject to appeal.

(6) Courses taken at the receiving higher education institution within the framework of the European Union Lifelong Learning Programme, Erasmus sub-programme, shall be recognised by the sending higher education institution on the basis of a transcript of the results of the student's studies, which shall be drawn up by the receiving higher education institution at the end of the studies. The statement of learning outcomes becomes part of the student's personal study record.

Art. 31

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, where the maximum interruption is three years.

(4) If a student has his/her studies interrupted more than once, the total duration of the interruption of studies may not cumulatively exceed two years, except for interruptions of studies due to parental leave.

(5) Interruptions of studies shall be authorised by the Dean. The decision to authorise or not to authorise an 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.

(6) The interruption of the studies of a PhD student who has applied for a dissertation topic announced by an external educational institution shall be authorised by the dean after a positive opinion of the statutory representative of the external educational institution.

(7) A student who interrupts his/her studies shall cease to be a student on the date specified in the decision authorising the interruption of studies.

(8) A student whose studies have been interrupted shall have the right to re-enrol after the period of interruption specified in the decision. The student shall become a student on the date of re-enrolment after the interruption. If the student does not re-enrol after the interruption, Article 34(1)(c) shall apply.

(9) If a student has an interruption in his/her studies during the instructional part of the semester, enrolment in courses after enrolment after the interruption shall not be considered as re-enrolment in the course.

(10) If a student has an interruption of studies during the part of the academic year when classes are not in session, all credits and grades earned up to the date of the request for interruption of studies shall be recorded. Coursework for which the student has earned a grade of FX or no grade up to the date of the request for interruption shall be considered re-enrolled when the student enters after the interruption. When courses are re-enrolled, the procedure for re-enrolment is Art. 22(2) to (4).

(11) A student who applies for interruption of studies during the part of the academic year when



classes are not in session and who has not fulfilled the conditions of the control stage of studies pursuant to Art. 25 may not be granted an interruption of studies.

Art. 32

Termination of the studies

(1) The studies at DANUBIUS COLLEGE may be terminated in an orderly manner or for the reasons set out in paragraph 6 and in Art. 33 and Art. 34.

(2) A student duly completes his/her studies by graduating from the relevant study programme.

(3) The date of regular graduation shall be the date on which the last of the conditions prescribed for regular graduation from the relevant programme of study has been fulfilled.

(4) Evidence of the proper completion of studies and of the award of the relevant academic degree shall be the College diploma, the supplement to the diploma and the state examination certificate. Details of the particulars of these documents are regulated by Section 68 of the Higher Education Act. Graduation certificates shall be issued within 45 days of the completion of studies, as a rule at the graduation ceremony, unless the graduate agrees to a later issue of the certificates at the latest on the date on which the last condition under paragraph 3 is fulfilled.

(5) The DANUBIUS COLLEGE shall issue the diploma, the supplement to the diploma and the certificate of the state examination to the student who has completed his/her studies pursuant to Art. 28 (1) (a), the DANUBIUS COLLEGE shall issue the diploma with honours.

(6) In addition to the regular completion of studies, the studies shall be terminated:

(a) by dropping out of the course of study at his/her own discretion pursuant to Article 33,

(b) by expulsion from studies pursuant to Article 34,

(c) exceeding the standard length of studies by more than two years

(d) if the student is unable to continue his/her studies because the programme of study he/she is studying has been cancelled and he/she has not accepted an offer to continue his/her studies under another programme of study,

e) the death of the student.

(7) The date of termination of studies is:

(a) subject to paragraph (6)(a), the day on which a written declaration by the student that he or she has abandoned studies is received by the college, except Art. 34(1)(c),

(b) under paragraph 6(b), the date on which the decision to withdraw from studies becomes final,

(c) pursuant to paragraph 6(c), the end of the academic year in which the student was due to leave his studies,

(d) pursuant to paragraph 6(d), the date on which the college announced the cancellation of the programme of study.



Art. 33

Dropping out of the studies

(1) Withdrawal from studies may occur for the following reasons:

(a) by the student's own decision;

b) permission to enrol the student at another college or faculty of DANUBIUS COLLEGE after fulfilling the conditions set out in its study regulations, on the basis of his/her written request.

c) if the student fails to appear for enrolment in the next period of studies or fails to appear for re-enrolment after an interruption, after having received a notice to appear for enrolment within ten working days of receipt of the notice; 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 studies or should have re-enrolled shall be deemed to be the day on which the student abandoned his/her studies.

(2) If a student wishes to withdraw from studies, the student shall notify the Dean in writing.

(3) The faculty shall issue a transcript of successfully completed courses to a student who has abandoned his/her studies at his/her request. The transcript shall state that the student has not completed the course of study.

Art. 34

Expulsion from studies

The student is expelled from the studies studies:

a) if he/she fails to fulfil the requirements or obligations arising from the study programme and the Study Regulations of DANUBIUS COLLEGE or the Study Regulations of the Faculty;

b) if the disciplinary measure of expulsion from studies has been imposed on him/her for a disciplinary offence pursuant to Section 72 (2) (c) of the Higher Education Act.



V. PART

PROCEEDINGS CONCERNING STUDENTS' STUDY RIGHTS AND OBLIGATIONS

Art. 35

Commencement of proceedings concerning students' study rights and obligations

(1) Proceedings concerning the authorization of the interruption of studies and the recognition of courses or the transfer of credits shall begin on the date on which the student has submitted a written request for the issuance of the relevant decision. The request shall include basic identifying information about the student and the merits of the matter to be decided and the reasons for the request.

(2) If the application does not contain the necessary information for a decision, the dean shall invite the student to complete the application or provide the necessary explanation within a reasonable time.

(3) Proceedings in respect of failure to comply with the requirements of the study programme or the study plan and breach of the study regulations shall commence on the date of the decision of the dean, who shall issue such a decision on the basis of his/her own initiative, the initiative of a teacher or other employee of the faculty or of the student.

(4) Proceedings in the matter of exclusion from studies as a result of failure to comply with the requirements arising from the study programme and the Study Regulations of DANUBIUS COLLEGE shall commence on the date of the issuance of the decision on exclusion.

(5) The Dean shall issue a decision in matters under paragraph (1) within 30 days from the date of commencement of the proceedings. This time limit shall not include the time during which the student has had time to complete his/her application or to submit the necessary explanation pursuant to paragraph (2). If the dean does not make a decision within this 30-day period, the student may request that the Chancellor declare the dean's obligation to act and decide on the matter.

(6) The Act No. 71/1967 Coll. on Administrative Proceedings, as amended, shall not apply to the proceedings and decision on the student's study rights and obligations.

Art. 36

Particulars of the decision and its delivery

(1) Decisions shall be in writing, shall contain a statement of the reasons, with reference to the relevant provision of the internal regulation, the reasons on the basis of the established facts, and a statement of the remedy.



(2) The decision must be delivered to the student by hand at the faculty or at any other place where the student can be reached, with an acknowledgement of receipt. If such service is not possible, the decision shall be delivered by mail to the student's last known permanent address as registered mail, return receipt requested, and hand-delivered. The faculty's obligation to serve the decision is satisfied when the student accepts the decision or on the date the decision is returned by the post office as undeliverable, or when service has been frustrated by the student's act or omission. The effect of service shall also be effected if the student refuses to accept the decision.

Art. 37

Request for a review of a decision to exclude you from studies

(1) A student may, within 8 days of the date on which the decision is served on him or her, make a written application for a review of the decision ("the application"), which shall have suspensive effect. The application shall be made to the Dean who made the decision.

(2) The dean may himself amend or reverse the decision if he grants the request in full, otherwise he shall refer it to the Chancellor for decision within 15 days of receipt by the faculty.

(3) The report shall contain the comprehensive results of the proceedings to date, i.e. details of all actions taken, an opinion on the timeliness of the application, and compliance with the prescribed formalities of the application. In the report, the Dean of the Faculty shall state his/her opinion on all objections raised by the applicant, together with the relevant evidence, as well as his/her opinion as to the completeness and correctness of the facts established in the case, and the legal opinion on which the contested decision is based.

(4) The Chancellor shall refuse an application if it is made out of time or by an unauthorised person. The Chancellor shall modify or reverse a decision of the Dean that was made in violation of the law, a bylaw of DANUBIUS COLLEGE, or a faculty regulation; otherwise, the Chancellor shall deny the application and uphold the original decision of the Dean.

(5) If the Chancellor reverses the decision of the Dean on the grounds that the facts of the case have not been sufficiently established, he or she may, according to the circumstances of the case, return the case to the Dean for further proceedings and a decision, whereby the Dean shall be bound by the legal opinion of the Chancellor.

(6) The Chancellor shall issue a decision no later than 30 days after the receipt by the faculty of the student's request for review of the dean's decision. In more complex cases, he/she shall make a decision within 60 days. He or she shall send written notice of the extension of the time limit to both the student and the Dean of the Faculty.

(7) The provisions of Art. 36 (2) shall apply to the service of the decision of the Chancellor.

(8) If the dean grants the request and modifies or reverses the decision pursuant to paragraph (2) or if the Chancellor modifies or reverses the dean's decision pursuant to paragraph (4), the bodies of the faculty or DANUBIUS COLLEGE shall take such action, as appropriate, to ensure that the student's rights are restored and the consequences caused by the erroneous decision are eliminated or mitigated.

(9) The decision of the Chancellor shall not be subject to an application for a review of the decision. The Chancellor shall notify the appropriate Dean of his or her decision and return the student's complete file to the Dean, together with a return of service of the decision on the student.



Art. 38

Validity of the decision

- (1) A decision against which no appeal may be lodged shall be final from the date of delivery.
- (2) A decision of the dean to exclude a student from studies or a decision not to admit a student to studies against which the student has not lodged a request for review shall become final on the expiry of the eight-day period.
- (3) A decision of the Dean to exclude from study or a decision not to admit a student to study against which the student has lodged an appeal and the Chancellor has upheld the decision shall become final on the date of receipt of the Chancellor's decision in accordance with the provisions of.
- (4) The Chancellor's decision on an application for review of the Dean's decision shall become final on the date of service on the student.

VI. PART

DOCTORAL PROCEEDINGS DANUBIUS COLLEGE

Art. 39

Doctoral proceedings

- (1) A graduate of a study programme/field of study who has obtained the degree of Master (hereinafter referred to as "candidate") may take the doctoral examination, which includes the defence of a doctoral 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 or she has acquired deeper knowledge in its broader basis and is capable of independently acquiring new knowledge of science and practice, develop them 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 DANUBIUS COLLEGE shall take place at the faculty of DANUBIUS COLLEGE (hereinafter referred to as "faculty") which has been granted the right by the Ministry of Education of the Slovak Republic to hold doctoral examinations and defences of doctoral theses in the relevant field of study.
- (4) The doctoral examination procedure shall begin after the candidate, upon confirmation of his/her application by the dean of the faculty, agrees on the topic of the doctoral examination thesis pursuant to Art. 3 (5) and submits to the relevant department of the faculty a confirmation of the payment of the fee for the actions related to the arrangement of the doctoral examination procedure.



(5) The doctoral examination procedure shall be terminated:

(a) the award of the academic degree of DANUBIUS COLLEGE ,

(b) the decision of the Committee that the candidate has failed to pass even on a retake of the doctoral examination,

(c) the receipt of a written request from the candidate to the Dean to terminate the doctoral examination.

(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/ Section 53(8) of the Higher Education Act; Section 53(9) of the Higher Education Act; Section 109(4) of the Higher Education Act.

Art. 40

Application for the doctoral examination

(1) The candidate submits the application for the doctoral examination to the Dean of the Faculty.

(2) The application for the doctoral 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 has received higher education,

(b) the field of study chosen for the doctoral examination.

(3) The following shall form part of the application form for the doctoral examination:

(a) a certified copy of the College diploma,

(b) a certified copy of the state examination certificate, or a certified copy of the certificate or of the 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 authorisation 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) a certified copy of the birth certificate (for married applicants, also a certified copy of the marriage certificate),

(f) curriculum vitae,



(g) a list of published works or artistic achievements, if any,

(h) such other material as the Dean may decide.

(4) The dean shall consider the application for the doctoral procedure and take a written opinion within 30 days from the date of its receipt.

(5) If the application meets the requirements set out in paragraphs (2) and (3), the dean shall confirm its acceptance in writing. At the same time, he/she shall notify the applicant of the name of the professor, associate professor, researcher with the scientific qualification degree of CSc. or DrSc. 15 or 16 of the Higher Education Act, whom, with the consent of the head of the relevant department, institute or clinic and the chair of the doctoral committee, he or she has entrusted with the agreement of the topic of the doctoral thesis. At the same time, he or she shall inform the candidate of the subjects (at least two) of the broader basis of the field of study chosen by the candidate, from which he or she will undergo the doctoral examination. The dean will also ask the candidate to pay the fee for the services related to the doctoral examination within 15 days after the topic of the doctoral examination has been agreed.

(6) If the application does not meet the criteria laid down in paragraphs 2 and 3, the dean shall return the application and invite the candidate to complete the necessary data within a specified time limit.

(7) If the faculty has not granted the right to hold the doctoral examination and defence of the doctoral thesis in the study programme/field of study which the applicant has indicated in his/her application, the dean shall return the application to the applicant or offer him/her such a related programme/field of study in which the faculty has granted the right.

Art. 41

Doctoral thesis

(1) The topics of the doctoral theses, their scope and requirements, as well as the requirements for the doctoral theses are announced by the dean on the proposal of the heads of the departments or the chairman of the examination committee for the doctoral examination.

(2) The dean may allow a candidate, at his/her request and with the consent of the chair of the committee, to submit a doctoral thesis in a foreign (world) language. In such a 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 doctoral examination be held in that language.

(3) A candidate may not submit his/her diploma or other qualification thesis, or a thesis of a compilation nature, as a doctoral thesis.

(4) Within 30 days from the date on which the dean confirms the acceptance of the application, the candidate shall agree on the topic of the doctoral thesis with the person authorised by the dean in accordance with Art. 3 (5).

(5) The candidate shall submit the doctoral thesis to the chair of the committee in such scope and in such number of copies in written and electronic form as the dean shall determine.

(6) Within six months of the submission of the doctoral thesis, but no later than one month before



the doctoral examination, the dean shall notify the candidate in writing of the place and date of the doctoral examination.

(7) The dean is authorised to stipulate that the submission of the doctoral thesis must be preceded by a work experience carried out at the faculty to a specified extent.

(8) After the successful defence of the doctoral thesis, the relevant department or the faculty library shall, as a rule, submit to the author of the doctoral thesis a draft licence agreement, in which the manner and scope of use of the doctoral thesis and the period of time for which the author grants the licence shall be agreed. On the basis of the licence agreement, the faculty library shall ensure the bibliographic registration, preservation and access to the defended doctoral thesis.

(9) 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 doctoral thesis to make a digital reproduction of the thesis.

(10) If the author of the doctoral thesis does not conclude a licence agreement, he/she shall state the reasons for not giving consent to its disclosure.

Art. 42

Examination board for the doctoral examination

(1) The doctoral examination and the defence of the doctoral thesis shall be held on the same day before the doctoral 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 doctoral examination.

(3) The composition of the committees shall be determined by the dean of the faculty from among the persons authorised to examine pursuant to subsection (2).

(4) The commission shall consist of a chairperson and at least two other members.

(5) The chairman of the commission shall appoint at least one opponent for the examination of the doctoral 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 opponent is obliged to submit to the chairman of the commission a written opponent's opinion on the doctoral thesis no later than 2 months from the date on which the chairman of the commission submitted the thesis to him/her.

(7) The faculty shall deliver the referee's report to the candidate no later than 15 days before the doctoral examination.

Art. 43

Doctoral examination and defence of the doctoral thesis

(1) The doctoral examination may be held only if the chairman of the board and at least two other



members are present. The conduct of the doctoral examination and the announcement of its results shall be public.

(2) The doctoral examination shall consist of two parts. It begins with the defence of the doctoral thesis and immediately continues with an oral examination in the specified subjects of study (Art. 3(5)). At the defence of the thesis, the candidate shall comment on the observations made in the referee's report and answer questions put by the members of the committee.

(3) The committee shall vote publicly on the result of the doctoral examination at a closed part of its meeting on the day of the doctoral examination. The mark 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.

Art. 44

Repeating of 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 doctoral examination.

(2) If the candidate fails to 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 has failed to pass the defence of the thesis or the oral examination may repeat the doctoral examination on the basis of a written request not earlier than three months after the date of 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.

(4) The doctoral examination and the defence of the doctoral thesis may be repeated only once.

Art. 45

Fees associated with the doctoral procedure

- (1) The form of payment and the due date of the fees shall be determined by the Statutes of DANUBIUS COLLEGE, the current DANUBIUS COLLEGE Fees Directive and the Doctoral Procedure Directive.



Art. 46

Awarding of the title

(1) DANUBIUS COLLEGE shall issue a diploma indicating the field of study to candidates who have passed the doctoral examination and who have submitted a confirmation of payment of the fees referred to in Articles 8 and 9 within the stipulated time limit, and shall award them an academic degree:

- (a) in the social sciences and the arts, "Doctor of Philosophy" (abbreviated "PhDr."),
- (b) in law degree programmes, the degree of Doctor of Laws (abbreviated as 'JUDr.'),
- (c) in teacher education and physical education study programmes, 'Doctor of Education' (abbreviated as 'PaedDr.'),

(2) The awarding of diplomas to graduates of the doctoral procedure shall take place at an academic ceremony on dates determined by DANUBIUS COLLEGE. If a graduate of the doctoral procedure does not attend the academic ceremony, he/she shall notify the Department of Academic Affairs of the Chancellor's Office of DANUBIUS COLLEGE (hereinafter referred to as the "DCE") in advance. He/she may collect his/her diploma after the day of the graduation ceremony during office hours at the PTA.

(3) The PTA shall keep a register of graduates who have been awarded an academic degree pursuant to paragraph (1). § Section 92 of the Higher Education Act and Section 53(8) of the Higher Education Act

VII. PART

PHD. STUDIES AT DANUBIUS COLLEGE

Art. 47

PhD. Studies

(1) A PhD study programme (hereinafter referred to as " PhD studies") is a third-degree study programme. /§ 2 (5) of the Higher Education Act/ Danubius College (hereinafter referred to as DANUBIUS COLLEGE), or its faculty, provides PhD studies in registered fields of study /§ 50(3) of the Higher Education Act/ according to accredited study programmes./ § 2(5) of the Higher Education Act/ DANUBIUS COLLEGE , or its faculty, may provide PhD studies within the framework of joint study programmes./ § 54a of the Higher Education Act/

(2) PhD studies shall be conducted in full-time and part-time form.

(3) The provisions of the Study Regulations of DANUBIUS COLLEGE shall apply to PhD studies.



(4) PhD studies are conducted according to an individual study plan under the guidance of a supervisor. It shall be carried out at the faculty or by an external educational institution with which DANUBIUS COLLEGE or the faculty has concluded a framework agreement on PhD studies (hereinafter referred to as "external educational institution") / § 54, paragraph 12 of the Act on Higher Education / and with which it concludes an individual agreement for each doctoral student, in which the issues related to the doctoral student's participation in the external educational institution, including the reimbursement of the costs of the external educational institution, are addressed.

(5) The faculty shall establish by special regulation for each field of study a specialised committee that monitors and evaluates PhD studies. DANUBIUS COLLEGE may agree with another College or external educational institution to establish a joint disciplinary committee (hereinafter referred to as the "disciplinary committee"). If the PhD studies are provided in cooperation with an external educational institution, this institution shall be adequately represented on the union committee./ Section 54(17) of the Higher Education Act /

(6) The Dean appoints the union committee on the proposal of the scientific council of the faculty, if the study programme is carried out at the faculty or at an external educational institution with which DANUBIUS COLLEGE has concluded agreements pursuant to Art. 1 par. 4. The union committee shall consist of a chairperson and at least four other members. At least one of the members of the committee must hold the academic title of professor or the academic title of doctor of sciences, or be a researcher with a qualification level I. The other members may be associate professors, visiting professors, staff members with the academic degree of PhD, ArtD., in Catholic theology with the academic degree of ThDr. (or the older equivalent of these titles - CSc., Dr.), or qualified practitioners holding one of the above academic degrees.

(7) The faculty shall establish by special regulation for each field of study a specialised committee that monitors and evaluates PhD studies. DANUBIUS COLLEGE may agree with another College or external educational institution to establish a joint disciplinary committee (hereinafter referred to as the "disciplinary committee"). If the PhD studies are provided in cooperation with an external educational institution, this institution shall be adequately represented on the union committee./ Section 54(17) of the Higher Education Act /

(8) The union committee is appointed by the dean on the proposal of the scientific council of the faculty, if the study programme is carried out at the faculty or at an external educational institution with which DANUBIUS COLLEGE has concluded agreements pursuant to Art. 1 par. 4. The union committee shall consist of a chairperson and at least four other members. At least one of the members of the committee must hold the academic title of professor or the academic title of doctor of sciences, or be a researcher with a qualification level I. The other members may be associate professors, visiting professors, staff members with the academic degree of PhD, ArtD., in Catholic theology with the academic degree of ThDr. (or the older equivalent of these titles - CSc., Dr.), or qualified practitioners holding one of the above academic degrees



Art. 48

**Study part of PhD. studies
Admission procedure for PhD studies**

(1) The dean shall announce at least two months before the deadline for the submission of applications for doctoral of the dissertation topics for which applications may be submitted in the admission procedure; if the topic is announced by an external educational institution, the name of that institution shall also be indicated. For each topic advertised, the title of the programme of study, the name of the supervisor, the form of study (full-time, part-time), the deadline for applications and the date of the admission procedure shall be indicated. The topics of the dissertations, together with the above-mentioned particulars, shall be published on the official notice board of the faculty and in a mass manner in accordance with the special regulation. /§ 57(5) of the Higher Education Act and Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Additions to Certain Acts, as amended (Act on Freedom of Information)./

(2) In the application form for PhD studies, the applicant shall indicate:

(a) name and surname, titles, birth number, date of birth in the case of foreigners, place of birth, marital status and place of permanent residence of the student, sex, place of residence in the Slovak Republic, nationality, citizenship, ID card number and passport number in the case of foreigners, / § 58 (3) (a) and § 73 (2) of the Act on Higher Education /

(b) the chosen study programme and the chosen dissertation topic,

(c) the chosen form of PhD studies,

(d) details of previous employment or current employment. Applicants for studies in the extramural form of study shall also submit a certificate from their employer (public administration body) on the duration of their employment relationship, civil servant relationship or service relationship at the time of submitting their application for studies.

(3) The application form shall be accompanied by:

(a) a curriculum vitae,

(b) certified copies of evidence of educational qualifications and nationality; an applicant who has completed a master's degree at the same faculty of DANUBIUS COLLEGE to which he/she is applying for a doctoral degree shall submit copies of evidence of educational qualifications; an applicant who has completed his/her master's studies at one of the faculties of DANUBIUS COLLEGE and is applying for PhD studies at another faculty of DANUBIUS COLLEGE shall submit copies of his/her educational qualifications, together with the originals, to the staff member of the relevant study department for inspection and verification,

c) a list of his/her published articles or a list of the results of other professional or artistic activities, or, where appropriate, evaluations of these works and activities,



(d) other documents required by the faculty pursuant to a special regulation.

(4) The dean shall invite the applicant to the entrance examination at least 14 days before the examination, and shall also inform him/her of the content of the examination. As a rule, the entrance examination shall be held by the end of June of the current year for the following academic year.

(5) The entrance examination shall be held before an admissions board consisting of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the board. If the admission procedure is for an applicant on a subject announced by an external educational institution, a representative of the external educational institution shall also be a member of the admission committee.

(6) The admissions board shall evaluate the result of the admission examination in a closed session. If several candidates have applied for one topic and the nature of the topic precludes that it should be dealt with by several candidates, it shall determine their ranking according to the success rate of the entrance examination. In determining the order, it shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his or her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.).

(7) A record of the result of the admission examination shall be drawn up. The committee shall submit a proposal for the admission of the successful candidate to the dean. In the case of a subject advertised by an external educational institution, that institution must give its consent to the admission of the candidate.

(8) The dean shall make a decision on the basis of the results of the admission examination on whether or not to admit the candidate within 30 days of the date of the admission examination. The written decision on the admission of the applicant to PhD studies shall specify the programme of study, the form of study, the name of the supervisor and the topic of the dissertation. In addition to the above, the written decision must contain a statement of the reasons, an indication of the possibility of applying for a review of the decision, and shall be delivered to the applicant by hand. An applicant who has received a decision not to be admitted to PhD studies shall have the right, upon request, to consult the documentation of his/her admission procedure and may submit a request for a review of this decision.

(9) An admitted applicant becomes a student of PhD studies on the date of enrolment, the date of which is determined by the dean.

(10) The enrolment documentation shall also include the approved individual study plan of the PhD student.

Art. 49

Schedule of studies

(1) PhD studies are carried out according to an individual study plan, which is drawn up by the supervisor and approved by the departmental committee / § 54 (8) of the Higher Education Act /



(2) The individual study plan (hereinafter also referred to as "study plan") consists of a study and a scientific part.

(3) Part of the PhD studies in the full-time form is the PhD student's pedagogical activity or other professional activity connected with it (§ 54 (11) of the Higher Education Act).

(4) The academic year of PhD studies shall be divided into semesters. A semester may consist of a study, a scientific and an examination part.

(5) The length of PhD studies is determined by the accredited study programme. In the humanities and social sciences, the duration of PhD studies in full-time form shall not exceed four years. In the external form, PhD studies shall last for a maximum of five academic years. (Section 54(2) of the Higher Education Act).

Art. 50

Credit system for PhD studies and assessment of study results

(1) The credit system is applied in both forms of PhD studies. (Section 62 of the Higher Education Act and Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the credit system of studies.)

(2) A credit is a unit of a PhD student's workload and in PhD studies it is defined analogously to bachelor's, master's and doctoral studies.

(3) The standard workload of a PhD student during an academic year is considered to be the performance of activities corresponding to 60 credits.

(4) A PhD student shall earn credits for the following activities during his/her studies:

(a) completion of the study part, which consists mainly of specialised PhD lectures and seminars according to the PhD student's study plan. The study part is completed by passing the dissertation examination. The PhD student shall be awarded 20 credits for successfully passing the dissertation examination, if so determined by the internal regulations of the faculty. In addition, the PhD student has the possibility to enrol in complementary courses offered by the faculties in their study programmes, in particular in the master's (PhD) programme, if he/she has not already taken them in the previous stage of higher education. The study of supplementary subjects and individual study of scientific and professional literature do not replace the attendance of compulsory lectures and seminars specified in the doctoral student's study plan or the performance of teaching activities at the College,

b) independent creative activity in the field of science (publications, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the doctoral thesis,

c) pedagogical activity at the College or faculty (e.g. conducting practical exercises, etc.); the faculties shall determine the credit values for this activity in their internal regulations (this provision does not apply to PhD students in the external form of study who have pedagogical activity as part of their job description),

d) for the elaboration of the dissertation; if the dissertation is accepted for defence, the PhD student shall receive 30 credits.



- (5) The number of credits for the activities referred to in paragraph 4 (a) to (c) shall be determined by the Faculty's Scientific Board.
- (6) Some examples of the activities to be evaluated, with a proposal for their credit evaluation, are given in the Annex to this Directive.
- (7) The activities referred to in paragraph 4 are mutually irreplaceable. A PhD student is obliged to obtain at least 40 credits under paragraph 4(a) and 40 credits under paragraph 4(b) during his/her studies.
- (8) If a PhD student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), the credits obtained at that workplace shall be counted in full if the doctoral student has been seconded to that workplace in fulfilment of his/her study plan and if the credit systems of the seconding and receiving workplaces are compatible (credit transfer).
- (9) If there is a change in the form of PhD studies or a change in the study programme, the PhD student may be credited with the credits previously earned if this is in accordance with his/her new study plan.
- (10) The transfer or award of credits (pursuant to paragraphs 8 and 9) shall be decided by the dean following the opinion of the departmental committee.
- (11) In the full-time form of PhD studies, a doctoral student must obtain at least 40 credits for his or her progression from the first to the second year of study and at least 40 credits per academic year for his or her progression from the second to the third year of study, taking into account the recommended credit structure. In the external form of PhD studies, a PhD student must obtain a minimum of 30 credits per academic year in the first three years of study. Otherwise, the recognition of completed courses and the transfer of credits and grades are governed by the Study Regulations of DANUBIUS COLLEGE.
- (12) Failure to comply with the conditions set out in paragraph (11) shall be grounds for the supervisor to submit a proposal to the Dean in the annual evaluation for the exclusion of the PhD student from the course of study.
- (13) A successful PhD graduate, both full-time and part-time, must obtain a minimum of 240 credits, including the credit evaluation of his/her dissertation, if it has been accepted for defence.

Art. 51

Supervisor

(1) The supervisor:

- a) professionally supervise the PhD student during the PhD studies,
- b) in cooperation with the PhD student, draws up the PhD student's individual study plan and submits it for approval to the field committee after the dean's opinion,
- c) manages and professionally guarantees the implementation of the PhD student's study plan and supervises the implementation of the PhD student's pedagogical activities,
- d) determines the focus of the dissertation project and specifies the topic of the dissertation together with the PhD student,
- (e) award the PhD candidate a specified number of credits for the completed stages of individual



study of the scientific literature and the scientific part of the study plan, if defined in the study plan, and for the dissertation, if it has been accepted for defence (Art. 4(4)),

- (f) submit to the dean the annual evaluation of the PhD student,
- (g) submit to the dean a proposal for the exclusion of a doctoral student from PhD studies, comment on a PhD student's request for interruption of studies and on a PhD student's request for a change of study programme within the same field of study or a combination of fields of study,
- h) propose to the dean the PhD student's study stay in other domestic or foreign institutions of science, education, research, technology or art,
- (i) draw up an opinion on the PhD thesis and a job description of the PhD student entrusted to him/her,
- j) propose to the dean that he/she entrust a supervisor-specialist with the supervision of specific parts of the PhD student's scientific programme of study,
- k) arrange for the PhD student to consult other specialists as necessary,
- l) participate in the PhD examination of the doctoral candidate and in the defence of his/her PhD thesis, but shall not vote on the outcome of the examination and defence.

(2) A DANUBIUS COLLEGE teacher or another expert from practice may be a supervisor for a given field of study or study programme of PhD studies, after approval by the Faculty's Scientific Council (Section 54 (4) of the Higher Education Act). The rules for the approval of supervisors are set out in an internal regulation (Measure of the Chancellor of DANUBIUS COLLEGE . Rules for the approval of supervisors of PhD studies) and are part of the documents provided to the Accreditation Commission. (§ 54 (4) and § 82 of the Higher Education Act).

(3) The supervisor for the topics announced by an external educational institution may be a person approved by this institution. The external educational institution shall provide the scientific and pedagogical characteristics of its supervisors to the Faculty's Scientific Board.

Art. 52

Study programme of the PhD. student

- (1) (1) The PhD student's study programme is implemented according to an individual study plan, which is drawn up by the supervisor in cooperation with the PhD student.
- (2) The PhD student's study programme consists of a study part, which is carried out according to the internal regulations of the faculty and ends with a dissertation examination, a scientific part and the defence of the dissertation. Part of the PhD studies in the full-time form is the performance of pedagogical activities and, at medical faculties in specialisation fields, also medical-preventive activities in the scope of no more than four hours per week on average per academic year in which the teaching is carried out (§ 54 (11) of the Higher Education Act).
- (3) In the external form of PhD studies, pedagogical activity may be replaced by other professional activity related to pedagogical activity. In the case of a PhD student who is registered for a dissertation topic announced by an external educational institution, the agreement between DANUBIUS COLLEGE or the faculty and this institution includes the place and manner in



which and how the study part of the programme and the PhD student's teaching activity will be carried out. (Section 54(12) of the Higher Education Act)

- (4) (3) The study part of the PhD student's study programme consists in particular of professional lectures for PhD students, seminars and individual study of specialist literature focused on the topic of the PhD thesis. (Section 54 (9) of the Higher Education Act.) Lectures and seminars shall as a rule end with an examination. The individual study of literature may be divided into stages, which the supervisor completes by awarding a specified number of credits. The PhD candidate's individual study plan shall include a list of courses to be taken by the PhD candidate, a list of courses for the dissertation examination selected from a list approved by the dissertation committee, and a list of required and recommended literature to be studied by the PhD candidate in the individual preparation for the dissertation examination. The PhD candidate's individual study plan shall also include the deadlines by which the PhD candidate is to complete the individual courses and the dissertation examination.
- (5) (4) The scientific part of the PhD student's study programme consists of the PhD student's individual or collective (team) scientific work focused on the topic of the PhD thesis. The individual study plan of the PhD student shall specify the topic of the PhD thesis, which may be specified by the supervisor with the consent of the dean. (§ 54 (10) of the Higher Education Act)

Art. 53

Yearly evaluation of the PhD. student

At the end of each academic year, the supervisor submits to the dean an yearly evaluation of the PhD student's fulfilment of the study plan (including the number of credits awarded) with a statement as to whether or not he/she recommends the PhD student's continuation of his/her studies. In doing so, the supervisor shall assess the status and level of the PhD student's study plan, compliance with deadlines, and, if necessary, make a proposal for modifying the PhD student's individual study plan. On the basis of the PhD student's annual evaluation, the dean decides whether the doctoral student may continue his/her studies and on any changes to his/her study programme.

Art. 54

Dissertation thesis

(1) A PhD student in the full-time form of PhD studies shall register for the dissertation examination no later than 24 months from the start of the study, a PhD student in the part-time form no later than three years from the start of the study.

The PhD student is obliged to submit a written thesis prepared for the dissertation examination together with the application for the dissertation examination. At least 60 credits must be obtained as a condition for approval to take the dissertation examination.



(2) The written thesis for the dissertation examination consists of a thesis (project) of the dissertation, containing the theoretical foundations of its future solution, the current state of knowledge on the given topic and an analysis of the methodological approach to solving the given problem. The written thesis for the dissertation examination will be reviewed by a referee.

(3) The opponent of the written thesis for the dissertation examination may only be a specialist with the academic degree of PhD, ArtD., (or an older equivalent), the academic degree of ThDr., or the scientific degree of DrSc., who does not work at the workplace (department or institute within the faculty) of the PhD student and does not have any publications in common with the PhD student.

(4) The dissertation examination consists of a part consisting of a debate on the written dissertation and a part in which the PhD candidate has to demonstrate theoretical knowledge in the specified subjects of the dissertation examination.

(5) The dissertation examination shall be held before a committee of at least four members. It shall consist of a chairperson and at least two other members (examiners), at least one of whom shall not be from the faculty or institute where the PhD candidate is working. Another member of the committee is the opponent of the written thesis for the doctoral examination. The chairperson, the other members of the examination committee and the opponent are appointed and the subjects of the oral part of the examination are determined by the dean on the basis of a proposal from the thesis committee. At least two members of the examination committee shall be College teachers in the functions of professors or associate professors. (§ 63 (4) of the Higher Education Act.) The supervisor of the PhD student shall also participate in the dissertation examination, but shall not be considered a member of the examination committee and shall not vote on the result of the examination.

(6) If a PhD candidate applies for a dissertation topic announced by an external educational institution, both the dissertation examination and the dissertation defence shall take place before a committee in which members from the faculty and members appointed by the external educational institution are *pari passu*. The defence of the dissertation may be held at the external educational institution. (Section 54, paragraph 13 of the Higher Education Act.)

(7) The presence of a supermajority of the members of the examination committee is required for a valid decision on the result of the dissertation examination, and all designated examiners must be present. If one of the examiners is unable to attend the examination for serious reasons, the dean shall decide on his/her representation with the consent of the chair of the examination committee. The result of the examination shall be decided by the committee in closed session by a majority vote of the members present. In the event of an equality of votes, the chairperson's vote shall prevail.

(8) The course of both parts of the dissertation examination shall be evaluated comprehensively by the committee with the expression "passed" or "failed".

(9) The dissertation examination shall be recorded in minutes, which shall include the opinion of the opponent of the written thesis. The minutes shall be signed by the chairperson and the members of the committee present.

(10) The training institute shall issue a written certificate to the PhD student about the completion and result of the dissertation examination.

(11) If the PhD candidate is unable, for serious reasons, to attend the dissertation examination at



the appointed time examination and apologises in advance to the chairperson of the examination committee, the chairperson may appoint an alternative date. Withdrawal from the examination or unexcused absence of the PhD student from the examination shall be evaluated by the statement "failed".

(12) A PhD student who has failed an examination may repeat the examination only once, at the earliest after a period of three months has elapsed. Repeated failure in the dissertation examination shall be grounds for expulsion from doctoral studies.

Art. 55

Dissertation thesis

Application for permission to defend the dissertation

(1) A PhD student may submit an application for permission to defend his/her dissertation to the dean if he/she has earned at least 210 credits, not including credits awarded for accepting the dissertation for defense. The application shall be made in sufficient time for the dissertation defence to take place at the latest on the day of the completion of the standard length of study.

(2) The PhD student shall attach to the application:

(a) the dissertation in quadruplicate,

(b) copies of publications and other elaborations; if they are not part of the dissertation, they shall be attached in a single copy,

c) other documents according to the internal regulations of the faculty,

(d) a list of published works with full bibliographical data and unpublished scientific works or public and non-public exhibitions of the PhD student's artistic works and performances, as well as their reviews, and, where appropriate, reports on them drawn up by the relevant institutions in the field of science, technology or the arts,

(e) a justification of the differences between the original and the submitted dissertation, if the PhD candidate submits a new dissertation in the same field of PhD study after an unsuccessful defence.

Art. 56

Essentials of a dissertation thesis

(1) A PhD candidate submits his/her dissertation for defence in the Slovak language. Upon the proposal of the chair of the thesis committee and with the consent of the dean, the doctoral candidate may submit the dissertation in a language other than Slovak.

(2) A PhD candidate may also submit as a dissertation his/her own published work or a set of his/her own published works, the content of which elaborates on the topic of the dissertation. If the doctoral candidate submits a set of his/her own publications, he/she shall supplement it with a detailed introduction in which he/she explains the current state



of the issue, the objectives of the dissertation and the conclusions that have been drawn from the dissertation topic. If the enclosed publications are the work of several authors, the PhD candidate shall also enclose a declaration of the co-authors of his/her authorship.

(3) As a rule, the dissertation contains a theoretical introduction, which analyses the current state of knowledge in the given subject, a description of the objectives, a detailed description of the procedures used (methods of work, material), the results obtained, their evaluation, a discussion, a conclusion, and a list of the literature used. More detailed content of the dissertation is regulated by the Directive of the Chancellor of DANUBIUS COLLEGE on the basic requirements of theses at DANUBIUS COLLEGE.

(4) If the dissertation is part of a collective work, the PhD student shall present his/her own results and put them in context with the results of the other members of the collective in the discussion.

(5) The length of the dissertation is usually a minimum of 80 and a maximum of 120 standard A4 pages of text (1800 characters per page), written by computer (PC), unless the study regulations of the faculty stipulate otherwise. The number of author's sheets does not include figures, diagrams, tables, etc., which may be included in an appendix, nor the list of literature used. The dissertation shall be submitted in a book-matched form (hardbound). One copy of the dissertation must be submitted to the DANUBIUS COLLEGE LIBRARY via the form on the dedicated website in electronic form in PDF format, which is secured against copying and printing. The electronic version must be identical to the printed version.

Art. 57

Preparation of dissertation defence

(1) Upon receipt of the application for permission to defend the dissertation, the dean shall forward the PhD student's application together with the dissertation, which shall contain the elements pursuant to Art. 10, to the thesis committee within 15 days. Within 30 days, the thesis committee shall state whether the dissertation meets the requirements in terms of its level and form and whether it recommends it for defence. If the opinion of the thesis committee is positive, it shall at the same time propose to the dean the composition of the defence committee and at least three opponents. In proposing the opponents, the thesis committee may base itself on the proposal of the supervisor.

(2) If the submitted dissertation is of an interdisciplinary nature, the dean shall submit the application and the PhD student's dissertation pursuant to subsection (1) for the opinion of the departmental committee in the field in which the results of the submitted dissertation are intended to make a major contribution and in which the PhD student will be awarded the academic degree of PhD. . This thesis committee shall also propose as members of the thesis defence committee and as referees representatives of another discipline or disciplines in which the thesis has a significant impact, in agreement with the relevant thesis committee.

(3) If the subject-matter committee determines that the PhD student's application for permission to defend the dissertation or the dissertation does not meet the requirements of Art. 9 or Art. 10, it shall invite the PhD candidate to remedy the deficiencies within a specified time limit.



(4) The PhD student may withdraw the submitted dissertation and the request for permission to defend it up to the time when the dean has not invited in writing the members of the thesis committee, the members of the defence committee, the opponents, the supervisor and the PhD student to the defence. If the PhD student withdraws the submitted dissertation and the request for defence after this deadline, the defence committee shall hold a vote on whether this has the same effect as the decision of the committee not to award the degree (Art. 13, para. 20). The committee shall set a deadline for the PhD student to submit the thesis for defence and to request permission to defend it.

(5) If the departmental committee finds that the dissertation does not meet the requirements under Art. 10, it shall advise the PhD candidate to withdraw the dissertation. If the PhD student disagrees with this opinion of the committee, the departmental committee shall propose to the dean that the dissertation defense be held.

(6) The dean shall appoint the chair of the dissertation defence committee, at least three other members and three opponents no later than 30 days after receiving the opinion of the thesis committee. He/she shall send the dissertation to the appointed opponents together with a request for an opinion.

(7) Upon receipt of all reports from the opponents, the dean shall forward the PhD student's application for the defence of the dissertation, together with all the requisites, including the reports of the opponents, to the chair of the defence committee within 15 days.

(8) The chair of the dissertation defence committee shall propose to the dean the time and place of the dissertation defence no later than 15 days after he/she has received the materials referred to in the preceding paragraph. The place and time of the defence shall be determined by the dean.

(9) The dean shall promptly invite in writing the participants - members of the thesis defence committee and the defence committee, the opponents, the supervisor and the PhD student - to the defence. He/she shall also publish a notice of the defence at least six weeks in advance on the official notice board and in a mass manner (§ 4 and § 6 of the Freedom of Information Act), as well as information on where and in what way interested parties can get acquainted with the dissertation.

(10) Academics who are interested in the subject under examination and in the defence of the dissertation may submit their comments to the chairman of the defence committee at least one week before the defence takes place. At the defence of the dissertation, the PhD student shall take a position on such statements or comments.

Art. 58

Dissertation opponents and their opinions

(1) The dean appoints opponents on the basis of a proposal of the departmental committee, which may be based on the proposal of the supervisor. The referees shall be selected from among experts in the field or specialisation of the PhD field of study, and may not be employees of the same faculty or research institution. There may be no more than one referee from the faculty or institution where the PhD student's studies took place.



(2) The thesis shall be assessed by three opponents. At least one opponent must be a holder of the scientific and pedagogical title of professor, or a holder of the scientific degree of doctor of sciences, or a researcher with the qualification degree I. Other referees may be holders of the academic title of Associate Professor, eminent experts in the capacity of Visiting Professor, or staff members with the academic title of PhD, ArtD (or older equivalent), the academic title of ThDr (in Catholic theology), or qualified practitioners holding one of the above-mentioned titles.

(3) The provisions of Art. 11 (2) shall apply to the nomination of referees for a dissertation of an interdisciplinary nature.

(4) A co-author of a doctoral student's publication, a member of the PhD student's family, a direct supervisor or subordinate in an employment or similar employment relationship, or any other employee of the PhD student's or supervisor's department may not be an opponent.

(5) The examiner shall submit his or her written opinion to the dean and return the dissertation no later than 30 days after receipt of the dissertation. If the referee is unable to provide an evaluation, he/she shall notify the dean within 14 days of receipt of his/her appointment.

(6) If the opponent fails to return his/her report within the time limit referred to in subsection (5) and fails to do so even 14 days after receiving the reminder, the Dean shall appoint a new opponent.

(7) The opinion of the opponent shall contain an objective and critical analysis of the merits and shortcomings of the submitted dissertation, shall be concise and shall not repeat its content. In particular, the opinion of the opponent shall state:

(a) on the topicality of the chosen topic,

b) the chosen methods of treatment,

c) the results achieved, indicating what new knowledge the dissertation brings,

(d) the contribution to the further development of science, technology or the arts,

(e) whether the dissertation has fulfilled its objective.

(8) The examiner shall evaluate the dissertation according to the state of development of the scientific or artistic field of PhD studies at the time when the PhD student submitted the application for permission to defend it and shall draw up a separate opinion in which he or she shall clearly state whether or not, on the basis of the



submitted dissertation, he or she proposes the award of the academic degree of PhD in the field of science or art. .

(9) If the opponent's opinion does not comply with the conditions laid down in paragraphs 7 and 8, the dean shall return it to the opponent for completion or revision. At the same time, he or she shall set a deadline for resubmission, which shall not exceed 30 days. If the referee fails to submit his/her report within the time limit set and fails to do so even 5 days after receiving the reminder, the dean shall appoint a new referee.

Art. 59

Defence of the dissertation

(1) The dissertation defence committee consists of a chairperson and at least three members. The other members of the committee with the right to vote on the outcome of the defence are the opponents. The chairperson and at least two members shall be appointed from among the members of the thesis committee. The PhD student's supervisor also attends the defence, but does not vote on the outcome of the defence. No more than three defences may be held before the same committee on the same day.

(2) The dissertation defence may also take place at a foreign College with which DANUBIUS COLLEGE or the faculty has concluded an agreement on joint dissertation defences, with parity of representation between the Slovak members and the members appointed by the foreign College. (Section 54, paragraphs 19 and 20 of the Higher Education Act.)

(3) The dean shall ensure that the dissertation defence takes place no later than five months after the application for its authorisation has been submitted.

(4) The chairperson of the dissertation defence committee shall send the opinions of the opponents to the members of the committee, the supervisor, the PhD student and the department at which the study programme was carried out.

(5) The dissertation defence shall be public. It may be declared closed by the dean in exceptional cases if its public hearing would endanger the secrecy protected by a special law.

(6) The defence of the dissertation shall take place in the form of a scientific debate between the PhD student, opponents, members of the defence committee and other participants in the defence on the knowledge gained and the contribution of the dissertation, or as an artistic debate on the created work of art or performed artistic performance elaborated in the dissertation. During the dissertation defence, the reasonableness and plausibility of the conclusions and proposals contained in the dissertation shall also be examined.

(7) The defence may only take place in the presence of at least two thirds of the number of appointed members of the defence committee entitled to vote, including at least two opponents, at least one opponent and at least one other member of the committee must be from another institution. If, for serious reasons, one of the three opponents is unable to attend the defence and his/her opinion is favourable, the defence may be held without him/her. In this case, the opinion of the absent opponent will be read out in full at the defence.

(8) If a PhD student is unable to attend the defence at the appointed time for serious reasons, he/she shall apologise in advance to the dean and the chair of the defence committee. In such a case, the dean, in agreement with the chair of the defence committee, shall set an alternative date for the



defence and notify the participants of the defence in accordance with Art. 11 (9).

(9) The defence shall be conducted by the chairperson of the defence committee; in exceptional cases, he or she may delegate the conduct of the defence to another member of the defence committee who is also a member of the union committee. Neither the opponent nor the supervisor shall conduct the defence, even if they are members of the defence committee.

(10) Dissertation defense procedure:

a) the chairperson starts the defence; he/she introduces a brief curriculum vitae of the doctoral candidate, announces the topic of the PhD thesis, essential information from the supervisor's opinion and the PhD candidate's workplace, an overview of the PhD candidate's scientific or artistic works and the responses to them,

(b) the PhD candidate shall then briefly state the essential content of his/her doctoral thesis, its conception, results and contribution,

(c) the opponents shall present the substantive content of their opinions; in the absence of an opponent, the chair or another member of the committee designated by him or her shall read his or her opinion in its entirety,

(d) the PhD student shall take a position on the opinions of the opponents, in particular commenting on all objections and observations and answering their questions,

(e) the chair shall inform those present of the other opinions and comments and open a discussion in which all those present may participate; the discussion shall verify the correctness, validity, scientific or artistic originality and relevance of the knowledge contained in the thesis,

(f) during the discussion, the PhD candidate shall answer all questions and take a position on all suggestions and objections made by the participants.



- 11) The minutes of the defence shall be written and signed by the chairman of the defence committee.
- 12) After the defence, a closed meeting of the defence committee shall be held in which the members of the defence committee, including the opponents and the supervisor, shall be present. The closed meeting shall evaluate the course and outcome of the defence and the possibility of using the results of the dissertation in practice. The committee and the opponents shall decide by secret ballot whether to propose to award the PhD candidate an academic degree.
- 13) The vote referred to in paragraph 12 shall be taken by ballot paper containing the following information: the name and surname of the PhD candidate, the date and place of the defence and the text 'I agree with the award of the academic degree - I do not agree with the award of the academic degree'. The members of the committee shall vote by circling the text with which they agree. Any other method of voting is invalid.
- 14) The submission of a proposal for the award of an academic degree shall require the presence of at least two-thirds of all members of the Board entitled to vote and the affirmative vote of a majority of the members present.
- 15) A record of the result of the vote shall be made and signed by all members of the committee present.
- 16) If the result of the vote is in the affirmative, the chair of the defence committee shall announce the result at a public meeting of the defence committee.
- 17) If the result of the vote is negative, the defence committee shall agree in closed session on the reasons for the proposal not to award the degree. This justification shall form part of the minutes of the outcome of the vote. The result of the vote with the justification shall be announced by the chair of the defence committee at a public meeting of the defence committee.
- 18) The result of the vote with its reasons shall also be communicated to the PhD student in writing by the chairperson of the committee, which shall be delivered to the PhD student in his/her own hand.
- 19) The proposal to award or not to award an academic degree to a PhD student, together with the minutes of the defence and the vote and the PhD student's dossier, shall be submitted by the chair of the defence committee to the dean within 15 days of the date of the defence.
- 20) A PhD student who, on the basis of the result of the dissertation defence or because of his/her unexcused absence from the defence, has been proposed by the defence committee not to be awarded an academic degree may reapply for permission to defend his/her dissertation in the same degree programme at the earliest one year after the date on which his/her dissertation defence took place or was due to take place. The defence of the thesis may be repeated only once.



Art. 60

Decision on the award of an academic degree

- (1) The proposal of the dissertation defence committee to award or not to award an academic degree to a PhD graduate, as well as the documentation of the defence and the complete material of the PhD student, shall be reviewed by the dean.
- (2) If the dean finds that the procedure according to Art. 13 has not been followed during the defence, he/she shall order a retake of the defence.
- (3) If the dean finds that the procedure under Art. 13 has been followed during the course of the defence and if the defence committee has proposed that the PhD degree be awarded to the doctoral student, he or she shall forward the defence materials to the Chancellor with a proposal for the award of the academic degree to the PhD student.
- (4) The dean shall send the PhD student a written notification of the award or non-award of the academic degree. The notification shall be hand-delivered.

Art. 61

Evidence of completion of studies

- (1) Graduates of PhD studies shall be awarded the academic degree of "doctor" ("philosophiae doctor", abbreviated "PhD.") (§ 54, Sections 15 and 16 of the Act on Higher Education).
- (2) Evidence of completion of the study programme in the field of study shall be: the College diploma, the state examination certificate and the supplement to the diploma issued by DANUBIUS COLLEGE. (§ 68 (1) to (5) of the Higher Education Act.).
Graduates of joint study programmes may be issued with documents by the cooperating College by agreement. (Section 68 (7) of the Higher Education Act.) The College diploma is usually awarded at an academic ceremony.

Art. 62

Change of form of the PhD. studies

- (1) A PhD student shall have the right to change the study programme within the same field of study or combination of fields of study under the conditions specified in the study regulations (Section 70 (1) (1) of the Higher Education Act). A change of the form of PhD studies from full-time to part-time or vice versa, a change of study programme and a change of supervisor or training centre may be made during the doctoral studies in justified cases, in particular if this creates more favourable conditions for the fulfilment of the doctoral student's study programme.
- (2) A doctoral student may apply to the dean for a change in the form of PhD studies from full-time to part-time or vice versa if he or she does not complete his or her studies by defending his or her PhD thesis within a specified period of time or for other valid reasons. The PhD studies may not exceed their standard length by more than two years, even if the form of study is changed.



(3) When changing the study programme of PhD studies, the provisions of the Study Regulations of DANUBIUS COLLEGE shall apply.

(4) Changes in the form of PhD studies shall be decided by the dean on the basis of a PhD student's application after the opinion of the supervisor and the departmental committee.

(5) When changing the form of PhD studies from the full-time form of study to the external form of study and vice versa, the length of the PhD studies after the change shall be determined on the basis of the aliquot length (expressed in months) of the full-time form of study or the external form of study completed by the PhD student up to the date of authorization of the change.

Art. 63

Termination and discontinuation of PhD studies

(1) The provisions of the Study Regulations of DANUBIUS COLLEGE shall apply to the termination and interruption of PhD studies. PhD studies shall end with the defence of the PhD thesis. The defence must take place at the latest on the date of completion of the standard length of the PhD studies specified in the study programme. If the defence does not take place by that date, the procedure may be followed in accordance with the Study Regulations of DANUBIUS COLLEGE.

(2) In the case of a scholarship for full-time PhD students, the scholarship shall end on the date of successful defence of the dissertation or on the date of other termination of studies.

Art. 64

Fees

The relevant provisions of the Higher Education Act, (Section 92 of the Higher Education Act.) the Statutes of DANUBIUS COLLEGE and the Directive of the Chancellor of DANUBIUS COLLEGE on Tuition and Fees for the relevant academic year shall apply to the fees associated with PhD studies and the issuance of a diploma.

Art. 65

Study Regulations of Faculties

(1) If the faculty decides to modify these Study Regulations of DANUBIUS COLLEGE in more detail on its own terms, it shall issue the study regulations of the faculty in accordance with these Study Regulations. If any provision of the Faculty Study Regulations conflicts with the provisions of generally binding legal regulations or with the provisions of these Study Regulations, except in cases where these Study Regulations allow for a different regulation, the procedure and method for resolving the conflict shall be determined by a special internal regulation.

(2) The Study Regulations of the Faculty shall be approved by the Academic Senate of the Faculty on the proposal of the Dean and shall enter into force on the date of their approval by the Academic Senate of DANUBIUS COLLEGE.



Art. 66

Final provisions

(1) These Study Regulations were approved by the Academic Senate of DANUBIUS COLLEGE on 19 March 2014.

(2) These Study Regulations shall come into force and effect from the beginning of the academic year 2014/2015.

In Sládkovičovo, the 10th of June 2014

prof. Mgr. Miroslav Daniš, CSc.
acting manager of DANUBIUS COLLEGE

doc. Ing. Džalal Gasymov, PhD
Chairman of the Management Board