



## **FULL TEXT OF DIRECTIVE No. 209**

elaborated on 19 June 2023

### **Study Regulations for the 1st and 2nd Degree of University Study at the University of Žilina**

Discussed: -

Approved by: UNIZA Academic Senate on 19 June 2023

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## **PART 1: INTRODUCTORY PROVISIONS**

### **Article 1 Basic Provisions**

1. These Study Regulations are part of the internal regulations of the University of Žilina (hereinafter referred to as "UNIZA"). It is prepared in accordance with Act No. 131/2002 Coll. on Higher Education, as amended, (hereinafter referred to as the "Higher Education Act"), in accordance with the Directive No. 106 the Statute of the University of Žilina (hereinafter referred to as the "UNIZA Statute"), the UNIZA Internal Quality Assurance System (hereinafter referred to as the "UNIZA IQAS") and the Directive No. 207 the UNIZA Code of Ethics.
2. UNIZA has a proactive approach to the control of the originality of UNIZA students' outputs, and in the event of any doubt as to the authorship of a submitted or presented work, whether a semester work/seminar paper/bachelor's or master's thesis or other indications of other people's intellectual property infringement, UNIZA will act accordingly with the provisions of the Higher Education Act (Sections 108f and 108g) as well as the UNIZA Directive governing copyright ethics and the elimination of plagiarism.
3. With regard to the above, this directive is directly followed by Directive No. 215 On Final, Rigorous and Habilitation Theses in the conditions of the University of Žilina, Directive No. 201 Disciplinary Regulations for Students of the University of Žilina and Directive No. 116 Determination of Tuition Fees, Study-Related Fees, Other Fees and Fees Associated with the Award of Scientific-Pedagogical Degrees.
4. These Study Regulations apply to higher education at UNIZA, its faculties and university-wide workplaces, which have an accredited study programme of the 1st and 2nd degree of higher education (hereinafter referred to as "at UNIZA"). The Study Regulations are binding for all students studying at UNIZA in the study programmes of the 1st and 2nd degree of higher education and UNIZA employees providing education in these study programmes.
5. The Study Regulations define the basic rights, obligations, and provisions according to which study is carried out at UNIZA and its faculties in the 1st and 2nd degree of university studies in all forms of study.

### **Article 2 Study at UNIZA, Degrees, Forms and Methods of Study**

1. University education in the field of study in accordance with the relevant provisions of the Higher Education Act is obtained at UNIZA by study according to an accredited study programme in the given field of study.
2. The study is carried out according to the bachelor's degree study programme or the engineering/master's degree study programme in accordance with the relevant provisions of the Higher Education Act.
3. The study programme can be carried out at UNIZA in full-time or part-time form of study.
4. In the full-time form and the part-form of the implementation of the study programme, the same methods given by the specific study programme are used in accordance with the relevant provisions of the Higher Education Act.
5. The study programme in both full-time and part-time form of study can be carried out:
  - a) face-to-face method,
  - b) distance method, or
  - c) combined method.
6. In the event of an emergency, state of emergency or serious technical obstacles, UNIZA will ensure, based on the rector's decision, that the face-to-face study form will be carried out in

online form or in other distance form, which allows to fully replace the face-to-face form of teaching.

7. The standard length of study for the first-degree study programme (bachelor's degree) shall be three academic years or four academic years, including professional practice (according to the Higher Education Act); the number of credits required for the proper completion of study for a bachelor's degree programme with a standard length of study shall be for:
  - a) three academic years, 180 credits,
  - b) four academic years, 240 credits.
8. The conversion bachelor's degree study programme has a standard length of study of four years, when the first year of study will ensure the levelling and updating of knowledge from specified subjects, which is necessary for the successful completion of the study. The next three years of study are the same as in the standard bachelor's degree study programme.
9. The standard length of study for the second-degree study programme (engineering/master's degree) shall be one, two, or three academic years, including professional practice (according to the Higher Education Act); the number of credits required for the proper completion of study for the second-degree study programme with a standard length of study shall be for:
  - a) one academic year, 60 credits,
  - b) two academic years, 120 credits,
  - c) three academic years, 180 credits.
10. The conversion engineering/master's degree study programme has a standard length of study of three academic years, when the first year of study ensures the levelling and complement of knowledge from specified subjects, which are necessary for successful completion of the study. The next two years of study are the same as in the standard engineering/master's degree study programme.
11. The standard length of study is given for each study programme according to the granted law.
12. The period of study is the time from the first enrolment in the study programme until its completion. Study interruptions are not counted into the period of study.
13. The length of the period of study according to the study programme in the full-time form shall not exceed its standard length by more than two years, and the length of the study programme in the part-time form of study shall not exceed its standard length by more than three years. After exceeding this set maximum period of study, the student shall be expelled from study.

## **PART 2: STUDY IN BACHELOR'S, MASTER'S, AND ENGINEERING DEGREE STUDY PROGRAMMES**

### **Article 3**

#### **Study Programme and Study Plan**

1. *Study programme* is a set of subjects which consists of educational activities, in particular, lectures, seminars, exercises, final theses, project works, laboratory works, internships, excursions, professional experience, state examinations and their combinations; as well as a set of rules designed in such a way that the successful completion of these educational activities allows the student to be awarded a university degree, while following the above-mentioned rules. The study in each study programme includes final thesis, which together with its defence represents one subject; the defence of the final thesis is a part of the state examinations.
2. The study programme is determined in more detail by the requisites regulated in the provisions of Section 51 of the *Higher Education Act*.
3. A part of the study programme is a study plan.
4. Study plan of the student determines the time and content sequence, as well as the scope of the subjects of the study programme and the forms of evaluation of study results. In addition to the form of evaluation of study results, the study plan is compiled within the specified rules and in accordance with these Study Regulations by the student himself/herself in cooperation with the study advisor of the study programme and the Department for Education. The recommended study plan respects the standard length of study in the relevant form of study. Subsequently, the student can choose the trajectory of study through optional subjects.

5. The recommended study plan is compiled so that by completing it the student meets the conditions for the duly completion of study in the standard length. All profile subjects or more precisely the subjects of the core of the field of study must be included in the recommended study plan. The recommended study plan assumes obtaining the number of credits for the academic year according to Article 7 (4) of these Study Regulations.
6. The recommended study plan should be created in accordance with possible specializations of study programmes that allow it.
7. Education is carried out mainly in the Slovak language; the Czech language is considered equivalent to the Slovak language in terms of teaching. Some subjects or study programmes may be taught in another language. The teaching of a study programme or subject in another language must be indicated in the study plan.
8. The conditions of study of a part of the study programme outside UNIZA are specified in Article 7 of these Study Regulations.
9. In university-wide study programmes, the rector may allow an individual study plan (hereinafter referred to as "ISP") for exceptionally talented students, students with special needs, serious health problems, personal reasons, as well as athletes (Slovak or UNIZA representatives in the highest national competition). In study programmes provided at the faculties, the deans may allow the same. ISP is prepared by the student in cooperation with the authorized person in the given study programme and is approved by the rector or dean in cooperation with the guarantor of the study programme who is a person with relevant competencies and has the main responsibility for implementation, development, and quality assurance of the study programme in accordance with Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina. The conditions of study according to the ISP must be agreed with the teachers, if possible, no later than during the first week of the respective semester. ISP must enable the student to acquire the same knowledge in the subjects of study as a standard study plan with the use of other forms and methods of teaching.
10. The same study programmes carried out in full-time and part-time form of study are identical in content.
11. When studying at UNIZA, the maximum possible daily workload of the student is set. It means that the student can complete maximum of 9 hours of teaching in the face-to-face or online method.
12. The maximum permitted daily range in accordance with paragraph 11 of this Article can be modified only in exceptional cases, e.g., due to the impossibility of other adjustments to the schedule of full-time teaching due to insufficient capacity of teaching spaces, only with the consent of the vice-dean for education in study programmes carried out at faculties and with the consent of the vice-rector for education in the study of the university-wide study programme.

#### **Article 4 Study Subject**

1. The study programme is divided into study subjects (hereinafter referred to as "subject"). Basic data on the subject are data according to the Course Information Sheet of the subject in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS SR") on Credit System of Study.
2. The subjects included in the study programme according to the obligation of their completion are divided into:
  - a) compulsory – their completion is a condition for successful completion of part of the study or the entire study programme, which are at the same time profile subjects, or subjects of the core of the field of study,
  - b) compulsory optional – the condition for successful completion of part of the study or the entire study programme is the completion of a specified number of these subjects according to the student's choice in the structure determined by the study programme,

- c) optional – are the other subjects in the study programme that the student has the opportunity to enrol in to supplement his/her study and to obtain a sufficient number of credits of the relevant part of the study.
3. Subjects of the study programme are divided into:
    - a) unrelated subjects – enrolment of such a subject is not conditioned by completion of another subject,
    - b) subjects conditioned by completion of other subjects – enrolment of such a subject is conditioned by completion of another subject (conditional subject) or other subjects.
  4. Final thesis and its defence form the subject of the state examination and are evaluated by credits.

## **Article 5**

### **Admission Procedure and Enrolment for University Study**

1. The basic and other conditions of admission to study in individual study programmes are set out in the Section 55 et seq. of the Higher Education Act.
2. The admission procedure is governed by the relevant provisions of the Higher Education Act, the framework conditions for the admission of applicants for study in accordance with the provisions of the UNIZA Statute, Directive No. 206 Principles and Rules of the Admission Procedure for Study at the University of Žilina, by these Study Regulations as well as by the granted accreditation rights of the study programme.
3. The dean decides on admission to the study programme carried out by the faculty. The rector decides on admission to study at the university-wide study programme.
4. The framework conditions for the study of foreign students are set out in the UNIZA Statute.
5. If the applicant for study with special needs has the obligation to take the entrance examination, on the basis of his/her application and after the evaluation of his/her specific needs in accordance with the Section 100 (9 b) of the Higher Education Act, the rector/dean shall determine the form of the entrance examination and its method, taking into account his/her special needs and in accordance with Directive No. 198 Support for Applicants for Study and Students with Special Needs at the University of Žilina.
6. Enrolment for university study is governed by the provisions of the Section 59 of the Higher Education Act.
7. The rector in the case of university-wide study programmes/the dean in the case of the faculty study programmes sets the date of enrolment, which will be published in the university/faculty academic calendar.
8. The rector in the university-wide study programmes/the dean in the faculty study programmes will allow the applicant conditional admission (according to the Section 58 (1) of the Higher Education Act) if the student had objective reasons for not meeting the basic admission conditions, which are assessed individually. The right of enrolment of an applicant who has been admitted conditionally to the study expires, if he/she does not prove the fulfilment of the basic conditions of admission no later than on the day of enrolment.
9. An applicant who met the conditions of the admission procedure and was admitted to UNIZA in university-wide study programmes/to the faculty may be enrolled in the first year of the relevant degree of university study. If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which the applicant begins his/her study, the applicant becomes a student from the beginning of this academic year. Enrolment of a student in study means registration in the AIVS Academic Information and Education System (hereinafter referred to as “Academic Information System”), which also creates for him/her an electronic study report (electronic index). After enrolment, the student is given a student card (chip card).
10. In accordance with the Section 59 (4) of the Higher Education Act, the rector in university-wide study programmes/dean in faculty study programmes may allow enrolment to a student of another public university, state university or private university at the student's written request, who has been admitted to the study programme of the relevant degree in the same field of study, as well as a student of a recognized university established under legal

regulations of another state who has been admitted to study at the appropriate level in a similar field of knowledge, usually before the beginning of the semester. Prior to that, the rector/dean will request the written opinion of the person with the main responsibility for the study programme (hereinafter referred to as the "guarantor of the study programme") in accordance with Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina. The guarantor will assess the capacity options of study at UNIZA/UNIZA Faculty and the course of the student's study so far.

11. In accordance with Section 59 (5) of the Higher Education Act, the rector in the university-wide study programmes/the dean in the faculty study programmes will decide on the application of a student from other university for enrolment in study within 30 days of delivery of all documents specified in these Study Regulations.
12. On the day of enrolment according to paragraph 9 of this Article of the Study Regulations, the student becomes a UNIZA student, and his/her previous study is considered to be left on the day preceding the day of enrolment. UNIZA will notify the university at which the student left the study within three working days of the enrolment, which student and in which study programme it has enabled the enrolment and the date of enrolment.
13. By enrolling, the students acquire the right to participate in all forms of teaching and to take exams after meeting the set requirements. The control of the correctness of the subjects enrolled by them is performed by the employees of the Department for Education of the relevant faculty or UNIZA Department of Education for university-wide study programmes (hereinafter referred to as the "Department for Education").
14. Further rules and conditions for enrolment in the next period of study are set out in Article 8 and Article 13 of these Study Regulations.

## **Article 6 Academic Year and Its Organization**

1. The academic year begins on 1 September of the regular calendar year and ends on 31 August of the following calendar year.
2. Study in one academic year is divided into winter and summer semesters.
3. The university academic calendar determines the beginning of the teaching period in winter and summer semesters.
4. Each semester is divided into a teaching period, an examination period (hereinafter only "exam period") and holidays, the length of which is determined by the university academic calendar of the relevant academic year. During the holidays, it is possible to carry out excursions, practice and, with the written consent of the teacher and the Vice-Rector for Education/Vice-Dean for Education, also examinations.
5. Academic calendar of the faculty or institute determines the time periods according to paragraph 4 of this article and other important dates related to the course of study and the organization of the academic year.

## **Article 7 Credit System**

1. Organization of all levels and forms of university study is based on a credit system. The credit system of the study uses the accumulation and transfer of credits. It enables to evaluate the student's workload associated with the completion of the study programme units in accordance with the rules contained in the study programme.
2. Each subject, the completion of which is evaluated, has an assigned number of credits in the study programme, which the student will receive after its successful completion. The number of credits assigned to a subject corresponds to the number of credits assigned to the units of the study programme forming the subject and expresses the proportion of the student's work required for its successful completion.
3. Credits are numerical values assigned to the subjects, expressing the amount of work required to complete them. The amount of work is evaluated not only by the necessary

- presence of the student at lectures, exercises, seminars, consultations, but also by the time needed for elaboration of works specified in the subject, the time of the necessary self-study and preparation for exams or other evaluated activities.
4. The standard student workload for the entire academic year in the full-time form of study is expressed by the number of 60 credits, i.e. 30 credits per semester. The standard workload of a student studying in the part-time form of study in the study programme is expressed by a maximum of 48 credits for the entire academic year, depending on the standard length of study of the relevant study programme and the number of credits required for its duly completion.
  5. The student can obtain credits for the subject only once during the study.
  6. Accumulation of credits means the calculation of credits obtained for successful completion of subjects during the time in which the student was enrolled in the study of one study programme. Credits obtained are calculated:
    - a) within the study of the study programme in case of its duly completion,
    - b) within a part of the study at another faculty/part of UNIZA,
    - c) within a part of studies at another university in the Slovak Republic or at a university abroad formally secured by the requirements of credit transfer.
  7. The student can complete part of the study according to the approved study plan outside the faculty/UNIZA (for students of university-wide study programmes) at which he/she is enrolled. The student's study plan is approved by the dean of the faculty/rector, depending on where the student is enrolled.
  8. Completion of part of the study at another university is conditioned by:
    - a) an application for an exchange study and a confirmation of acceptance by the partner institution (foreign mobility or internship),
    - b) an agreement between individual partner institutions on study (in the case of UNIZA cooperation with another partner institution that has an accredited study programme in the given field of study at the partner institution or a similar field of study at a foreign partner institution and which has a certified/accredited internal quality system of the university education or in accordance with the ESG 2015),
    - c) an agreement between the individual partner institutions on a joint study programme, which is also jointly accredited as a joint study programme in accordance with the internal quality assurance system of higher education at UNIZA,
    - d) a statement of the results of the study in the case of letter (a) to (c) of this paragraph.
  9. To ensure student mobility as well as study in accordance with paragraph 8 letter (b) and (c) of this Article in the faculty study programme, the faculty coordinator is appointed as the main coordinator, who is usually the vice-dean and is responsible for foreign relations. To ensure student mobility in the university-wide study programme, the coordinator of the relevant UNIZA institute is appointed as the main coordinator, who is usually the director of the relevant UNIZA institute.
  10. The role of the coordinators is to organize partnership, mostly international cooperation in the field of education, to solve tasks related to the sending and receiving of students and to provide counselling services on study opportunities.
  11. When studying at another university in the Slovak Republic or abroad according to paragraph 7 of these Study Regulations, a contract is concluded between the student, the relevant faculty of UNIZA or UNIZA and the partner institution that provides the study. Details are set out in the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic on Credit System of Study. The contract is concluded before the student starts attending the receiving university.
  12. Subjects completed at the receiving university are recognized at the faculty by the Vice-Dean for Education who is responsible for foreign relations in the case of completing subjects abroad. In the case of institutes, the director of the institute recognizes the subjects on the basis of an application, which will include a statement of study results prepared by the receiving university at the end of his/her study, as well as information sheets or syllabus of completed subjects. The subject evaluation and the date of the evaluation will be entered in the AIVS (Academic Information System). The application and related documentation become part of the student's personal study documentation kept by the Department for Education.

13. A minimum of 180 credits is required for the proper completion of study in a bachelor's degree study programme, 240 credits in the case of the standard length of study of four years, and 120 credits in the case of engineering/master's degree study programme, 180 credits in the case of the standard length of study of three years.
14. Credits obtained for successful completion of the subject according to paragraph 5 of this Article shall be gradually included in the total sum of credits according to paragraph 13 of this Article always at the closure of the previous year of study in connection with Article 13 paragraph 1 of these Study Regulations.
15. In case of an application for recognition of an already successfully completed subject, the credits obtained for the completion of this subject according to paragraph 5 of this Article may be included in the total sum of credits according to paragraph 13 of this Article within 3 years from the date of completion of this subject.

### **Article 8 Enrolment and Completion of Studies**

1. By enrolling in the subjects, the student determines what part of the duties prescribed by the study programme he/she will complete in the following period of study to which the enrolment relates.
2. The student enrolls in subjects according to the recommended study plan of the relevant study programme in cooperation with the study advisor of the study programme so that the number of credits he/she can obtain by successfully completing them in the given period is at least sufficient to meet the conditions for the continuation of study.
3. During the study, the student repeatedly enrolls in a compulsory subject which he/she failed. After the second unsuccessful attempt to complete the compulsory subject, the student is excluded from the study according to Article 17 (1) (c) of these Study Regulations. This does not apply for state examination subjects.
4. During the study, the student can repeatedly enrol in a compulsory optional subject that he/she failed or can choose another compulsory optional subject. After the second unsuccessful attempt to complete the selected compulsory optional subject, the student is excluded from the study in accordance with Article 17 (1) (c) of these Study Regulations.
5. During the study, the student can re-enrol in an optional subject that he/she failed or can choose another optional subject. If the student achieved a sufficient number of credits to meet the conditions for continuing the study, he/she does not have to enrol in any optional subject.
6. The conditions for enrolment in the following year of study are determined by Article 13 of these Study Regulations.

### **Article 9 Verification of Acquired Knowledge, Skills and Competences in the Subject, Evaluation of Study Results**

1. Forms of verification of acquired knowledge, skills and competencies in the subject are determined by the study plan and the course information sheet (conditions for completion the subject).
2. Verifications of the acquired knowledge, skills and competences in the subject are performed by the teacher during the teaching period (during the semester) and during the examination period (after the end of the subject).
3. During the teaching period (during the semester), the verification of the acquired knowledge, skills and competences in the subject is carried out in the form of control questions, tests, term papers, papers, etc. In the examination period (after the end of the subject), the verification of knowledge, skills and competencies in the subject is carried out in the form of an examination, or in other forms specified in the course information sheet.
4. The evaluation of the student's study results within the study of the subject is carried out by:
  - a) continuous control of study results during the teaching period (during the semester) (control questions, written tests, assignments for individual work, term papers,



- presentation at a seminar or exercise, etc.), the evaluation of which is included in the final evaluation of study results of the given subject in accordance with the course information sheet,
- b) an examination for the given period of study and the subject, in which the examination consists of a written and/or oral part in the subjects of the relevant study programme that the student attends,
  - c) a combination of the above methods.
5. Student outputs during the evaluation during the study or during the examination in accordance with Article 9 (4) of these Study Regulations will be archived for 5 years electronically or otherwise in accordance with applicable legislation in accordance with Article 17 of Directive No. 204 The Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina. They must be accessible for inspection if necessary. The student's preparation will be archived from the oral exam. The examiner as well as the workplace are responsible for this archiving.
  6. Completion of the subject is classified by a grade. The grade expresses the result of the evaluation in accordance with the aim and content of the subject, as well as the learning outcomes stated in the course information sheet of the subject and the student's ability to apply the acquired knowledge. The student must demonstrate competence, which is the result of a complex of knowledge, skills, and attitudes that the student acquired through formal and non-formal education and informal learning during the acquisition of his/her own practical experience. Competencies together with knowledge and skills serve as structural characteristics of the learning outcomes for the subject.
  7. Students are evaluated according to:
    - a) their work during the semester on the basis of seminar and laboratory works, completed exercises, papers, presentations, passed tests, etc. for subjects *not completed* by the exam. In this case, 100% of the evaluation takes into account the work during the semester.
    - b) work during the semester on the basis of seminar and laboratory works, completed exercises, papers, presentations, passed tests, etc. and results of the exam for subjects completed by the exam. In this case, part of the evaluation takes into account the work during the semester and the other part takes into account the results obtained by the exam, when their percentage is determined in the course information sheet.
  8. In accordance with the criteria stated in the course information sheet, the teacher informs students in detail about the conditions of evaluation of the study results in the given subject at the introductory lesson.
  9. Prior to the beginning of the exam, the student is obliged to prove himself/herself with a UNIZA student ID card or a document with a proper photograph of the student and his/her name and surname.
  10. The written exam can also be done electronically, e.g., through the MOODLE University Education Platform or another electronic platform.
  11. Grading is carried out according to a grading scale consisting of six grades:

Grade (classification level)	Word classification and its definition	Extent of knowledge (%)	Numeric value
A	Excellent (outstanding results)	93 – 100	1
B	Very good (above average results)	85 – 92	1,5
C	Good (average results)	77 – 84	2
D	Satisfactory (acceptable results)	69 – 76	2,5
E	Sufficient (results meet minimum criteria)	61 – 68	3
FX	Insufficient (additional work is required)	less than 61	4

12. The grade and word classification (A-FX) are used for entering in the electronic study report (electronic index). The grade is entered by the examiner in the AIVS (Academic Information System) no later than 24 hours after the exam with the date of the exam.

13. The student will receive credits for the subject if his/her results were evaluated by any of the grades A to E.
14. In a subject for which the study plan prescribes another form of control in addition to the exam, the condition for taking the exam in the relevant subject is successful completion of the prescribed form of control.
15. Students usually take exams with teachers who taught them the subject. In justified cases, the guarantor of the study programme, in cooperation with the head of the department/institute providing the teaching of the given subject, may entrust another teacher from the given department or workplace to examine the student.
16. It is not possible to divide one exam into several days. The student has the right to get acquainted with the results of the exam, which he/she took part in immediately after its evaluation and the examiner is obliged to ensure that the student is acquainted with the results of the exam.
17. If the exam consists of several forms, the student has the right to get acquainted with the results of all forms in which he/she participated immediately after their evaluation and the examiner is obliged to ensure that the student is acquainted with the results of the exam.
18. Oral examination of one student may not take longer than 60 minutes.
19. The exams are usually held during the exam period and on the dates determined by the examiner. The examiner may allow the student to take the exam during the semester or after the exam period in justified cases, taking into account the fulfilment of the prescribed requirements.
20. The examiner shall publish the exam dates in advance, no later than seven calendar days before the start of the exam period in the AIVS (Academic Information System), so that the capacity for the individual announced exam dates is min. 1.5 times the number of students enrolled in the subject. The number of enrolled students does not include enrolled students who have already received grade for this subject. Exam dates and the number of places on the listed dates will be evenly distributed by the examiner during the individual weeks of the exam period.
21. If the student does not participate in the exam and does not apologize within five calendar days of the exam or the teacher does not accept his/her apology, he/she is assessed with the grade "FX – insufficient".
22. Exceptionally, the dean/rector may, at the student's request, allow a new exam in a subject from which he/she was classified during the study with a numerical value in the range of 1.5 – 3. The result of the new exam is subsequently included in the student's overall study results.
23. A weighted study average is used to evaluate the student's overall study results in a given period. It is calculated so that in the evaluated period the products of the number of credits and the numerical value of the grade according to paragraph 11 of this Article for all subjects enrolled by the student and the result is divided by the total number of credits for the subjects enrolled by the student for the given period. The FX grade (numerical value 4) is included in the weighted study average for subjects that the student enrolled in and did not complete successfully.
24. When evaluating study results, university teachers and researchers evaluate study results of the students fairly and transparently, so that unjustified differences do not arise in similar cases. They do not engage in any form of influencing the results of students, thereby promoting anti-corruption behaviour in accordance with the UNIZA Code of Ethics.
25. In addition to these Study Regulations, it is also necessary to respect the rules and principles of evaluation of education set out in Annex 1 of the Methodological Guideline No. 4/2021.
26. An essential part of evaluation is the provision of feedback to students on the level to which they have succeeded in achieving the expected learning outcomes, which can be accompanied by recommendations and procedures for advancement in their studies.

## **Article 10**

### **Rules for Student Access to Remedies**

1. The student has the right to reject the mid-term evaluation and the evaluation in the exam, except for the evaluation of FX – insufficient. Rejection of the evaluation on the exam means

evaluation of the FX. The next date of the exam is a retake date for the student, if he/she is entitled to another date of the exam. In this case, the evaluation of the student is registered in the AIVS UNIZA (Academic Information System). Only the latest evaluation will be displayed in the electronic study report.

2. If the student was evaluated with the grade "FX – insufficient" in the exam, he/she can retake the exam no more than twice (first and second retake date), including the commission exam.
3. If the student was classified with the grade "FX – insufficient" on the second retake date at the first enrolment of the compulsory subject, he/she must enrol in this subject again. If the student was classified with the grade "FX – insufficient" on the second retake date at the second enrolment of the compulsory subject, the student is excluded from the study.
4. The student has the right to request a remedy in writing, which consists in explaining the results of the evaluation, within one working day from which the final evaluation was published in the AIVS system for the given subject. An electronic application via e-mail is also admissible, but it must be delivered to the teacher from the student's official university e-mail address.
5. The teacher is obliged to make the result of the written exam available to the student within 3 working days, if the university educational platform is used or to set a date for oral consultation, usually during his/her consultation hours, which will allow the student to look into his evaluated written work.
6. If the student does not pass the exam even on the first retake date, he/she may again request a remedy in accordance with paragraph 1 and 2 of this Article, and in case of disagreement with the evaluation, he/she may request the presence of the Vice-Dean for Education in the consultation and explanation of the evaluation. In the case of university-wide study programmes he/she may request the director of the institute who will entrust the guarantor of the relevant study programme with the presence at the evaluation consultation.
7. If the student does not pass the exam even on the first retake date, he/she takes the exam for the second retake date in the presence of two examiners if the situation and capacity possibilities of UNIZA allow it.
8. In the event that a student fails an examination in a course in which he/she is already enrolled for the second time (the so-called transferred obligation) even on the first retake date, he/she will take the examination on the second retake date in the presence of two examiners.
9. The student can request a commission exam only if the internal regulations of UNIZA were violated during the process of evaluation of the given subject. Subsequently, the guarantor of the subject will determine the conduct of the commission exam.
10. The members of the commission for the commission exam are appointed by the Vice-Dean for Education in cooperation with the subject guarantor for study programmes at the faculty and the Vice-Rector for Education in cooperation with the subject guarantor for university-wide study programmes.
11. The student has the right to request a remedy of the student's continuous evaluation during the semester, he/she will immediately ask for the opinion of the teacher, who is obliged to explain the evaluation. If the student does not agree with this explanation, he/she is entitled to request the opinion of the Vice-Dean for Education/Vice-Rector for Education in university-wide study programmes, who will provide it in cooperation with the guarantor of the study programme within 15 calendar days.

## **Article 11 Organization of Study**

1. As part of university study, students participate in organized forms of education according to the study plan and study independently.
2. Students are given lectures by university teachers in the positions of professors and associate professors and visiting professors in accordance with the provisions of the Higher Education Act or important experts from practice in accordance with Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina. Assistant professors give lectures to the extent specified by the Higher Education Act. The content of

lectures corresponds to the content of education, which is determined by the curriculum of subjects in course information sheets.

3. The seminars are taught by professors, associate professors, assistant professors and visiting professors or important experts from practice. At the seminars, with the active participation of students, the lectured part of the subject is developed and deepened theoretically and methodologically, and an explanation of new scientific knowledge is given.
4. Exercises and laboratory work are taught by professors, associate professors, assistant professors, assistants, lecturers, visiting professors and associate professors and full-time doctoral students. The knowledge, skills, and habits of students necessary to master the content of the subject are practiced, consolidated, and deepened in the exercises with an active participation of students.
5. During excursions and field trainings, students, under the guidance of the teacher, get acquainted with the applications of knowledge related to the study.
6. Professional or pedagogical practice is the work of student performed in an organization outside the university or work of student organized by the faculty or university.
7. Within the consultations, teachers guide the students in terms of content and methods of study, methodology of scientific and professional work and preparation for an exam.
8. Through independent study, students prepare to master the subjects in the prescribed scope and content from lectures, recommended literature, information sources, solving assigned tasks and practical tasks etc.
9. After agreement with the teachers who teach the seminars and exercises, the guarantor of the subject will publish the updated data in the course information sheet before the beginning of the semester. Students must be acquainted in the first lesson of the semester with:
  - a) expected teaching schedule according to the subject syllabus,
  - b) topics of assigned written works and the dates of their completion,
  - c) schedule of continuous control of study at seminars and exercises,
  - d) schedule of consultations,
  - e) form of an exam, exam requirements and conditions of continuous evaluation of study,
  - f) recommended study and information sources,
  - g) connection to other subjects.
10. Students in individual years of study are usually assigned to study groups. The study group usually participates in exercises and seminars together.
11. Full-time study is carried out in the following forms of teaching: lectures, seminars, exercises, laboratory work, consultations, excursions, and professional practice.
12. Distance learning is based on independent study of students with the opportunity to consult with the teacher (in a reserved form and in a reserved time). Distance learning is used mainly in the creation of projects, seminar papers, etc., when it is necessary for the student to use the support of the external environment or to obtain data to work in the field.
13. Lectures are based on explaining the basic concepts, theoretical fundamentals and methodology of given discipline, problems, and their solutions. Attendance at lectures is recommended.
14. Seminars are organized in such a way as to enable the presentation of the results of students' own work and a discussion on the professional issues of given discipline. Attendance at seminars is mandatory and controlled by the teacher.
15. Exercises mainly support the practical mastery of knowledge from lectures or assigned tasks for independent study. Exercises require the active participation of students. Attendance at seminars is mandatory and controlled by the teacher.
16. Laboratory work is performed as work on computers or in special laboratories of departments and other parts of UNIZA. Participation in laboratory work is mandatory and controlled by the teacher.
17. Consultations supplement previous forms of teaching with consultations on assigned topics, usually as an aid in solving tasks assigned for independent elaboration. Consultations can replace other forms of teaching in individual study plans.
18. The excursion serves mainly to acquaint students with operational technical means, technologies, and methods of work in organizations and to verify the theoretical knowledge acquired by teaching.

19. Professional practice serves to consolidate the knowledge acquired through study, to obtain new knowledge based on knowledge (involvement in the work process), used technological processes and activities of the organization in which students perform professional practice, as well as to acquire the required work habits.
20. Pedagogical practice is a necessary and obligatory part of academic preparation for the teaching profession. It builds on the acquired theoretical knowledge from study programmes, pedagogical and psychological disciplines, which students have to apply and use in the teaching process at the second stage of primary schools and at secondary schools. Within the pedagogical practice, students verify the acquired knowledge directly in the school environment through observations, direct teaching activities and get acquainted with the basic legislation, documentation, school equipment and the organization of out-of-classroom and out-of-school work.
21. In justified cases, the relevant teacher will determine an alternative way of fulfilling the study obligations of a student who was unable to attend a part of compulsory education for serious reasons.
22. Subjects are completed by meeting the criteria that are prescribed for this subject. Successful completion of the subject is a condition for granting the appropriate number of credits.
23. In justified cases, the dean in the study programmes carried out at the faculty/the rector in university-wide study programmes may, at the student's request, allow an individual form of organization of study for students with special needs and students from disadvantaged social environment in accordance with Directive No. 198 Support for Applicants for Study and Students with Special Needs at the University of Žilina.
24. A student may apply for inclusion in the register of students with special needs if he/she agrees with the assessment of special needs. The application can be submitted at any stage during the study to the relevant faculty/university coordinator. However, the granting of appropriate adjustments and support services is not retroactive. It depends on the assessment of special needs of the student and is subject to the approval of the rector/dean of the relevant faculty. The application shall be accompanied by the following relevant documents:
  - a) a medical certificate not older than three months, consisting in particular of a medical finding, a report on the course and development of the disease and disability or an extract from medical records, or
  - b) the statement of a psychologist, speech therapist, school psychologist, school speech therapist or specialist pedagogue.
25. Based on the recommendation of the Commission for the Assessment of Special Needs, the rector in university-wide study programmes/the dean in faculty study programmes issues a decision on granting the status of a student with special needs for the entire duration of the study programme at a given level. With this document, the student demonstrates his/her status in communication with university teachers and other university staff as needed.
26. In some cases, on the recommendation of the Commission for the Assessment of Special Needs, it is possible to issue a decision on granting the status of a student with special needs for one academic year, for students with special needs who are expected to improve their health status.
27. Depending on the scope and type of special need, a student with special needs is entitled to support services in accordance with the Section 100 (4) of the Higher Education Act. Appropriate adjustments and support services are set for the entire period of study of the study programme at the appropriate level.

### **PART 3: COURSE OF STUDY IN BACHELOR'S, MASTER'S, AND ENGINEERING DEGREE STUDY PROGRAMMES**

#### **Article 12 Closing of the Study Year**

1. Closing of the study year is an act of control of the number of credits obtained for the period since the last enrolment. It is carried out by the Department for Education for study

programmes taught at the faculty or the Department for Education at the Rector's Office for university-wide study programmes (hereinafter "Department for Education").

2. The Department for Education closes the relevant year of study for a student whose total number of credits for subjects completed in a given year of study is not less than 30 credits in the full-time form of study and 24 credits in the part-form of study. In justified cases, the dean/rector may decide to reduce this number.
3. To close the relevant year of study, the Department for Education will use the electronic study report and evaluations of examiners recorded in the AIVS (Academic Information System), and after completing the control on the date set by the academic calendar, the student will be marked with the closing of the year of study in the AIVS.
4. Any student who has not met the conditions for the duly closing of the year of study in accordance with these Study Regulations will be excluded by the dean/rector from the study according to Article 17 (1) (c) of these Study Regulations.

### **Article 13** **Enrolment in the Next Year of Study**

1. Only the student whose previous year of study is closed can enrol in the next year of study. Enrolment is usually made in person or on the basis of authorization of another person by the student.
2. The date and form of enrolment is determined by the faculty/university academic calendar.
3. If the student does not appear for enrolment in the next year of study, the faculty/university will invite him in writing to appear within ten working days from the delivery of this invitation.
4. If the student does not appear for the enrolment within the specified time limit and does not request an extension of this time limit due to health or other serious reasons that prevent him/her from enrolling, the day by which the student should have enrolled in the next year of study is considered as the day on which the student left the study in accordance with the Higher Education Act.
5. When enrolling, the faculty/UNIZA is obliged to allow the student to enrol in compulsory subjects, which are listed in the recommended study plan for the given study programme in the year in which the student enrolls and in which he/she meets the conditions of Article 4 (3) (b) of these Study Regulations. The student also enrolls in compulsory optional and optional subjects according to the study programme so that he/she meets the conditions according to Article 9 (2) of these Study Regulations. The student can enrol in other subjects according to the capacity of the faculty/UNIZA.
6. Enrolment of compulsory optional and optional subjects is provided by the Department for Education. For this purpose, it will publish in the AIVS (Academic Information System) a list of compulsory optional and optional subjects opened in the following academic year by the deadline specified by the faculty/university academic calendar.
7. By the deadline specified by the faculty/university academic calendar, the student will choose in the AIVS compulsory optional and optional subjects that he/she wants to enrol in the following academic year. The Department for Education verifies the selection of students or adjusts it so that it is in accordance with the study plan of students and with the effective use of the capacity possibilities of the faculty/university. If a student is unable to enrol in a compulsory optional or optional subject due to capacity reasons, he/she will choose another subject in accordance with Article 8 (2) of these Study Regulations.
8. Enrolment in the next year of study in the AIVS is made by the Department for Education before the beginning of the teaching period in the following academic year and assigns the student to the relevant study group.
9. In the enrolment of compulsory subjects and evaluation of the selection of compulsory optional and optional subjects, the Department for Education controls via dean/rector the fulfilment of the conditions pursuant to Article 4 (3) (b) of these Study Regulations. Student, who does not meet the set conditions, loses the right to enrol in the subject.
10. If the student enrolls in one of the subjects for the second time or, more precisely, if there is a subject, he/she has not finished, the subject will be marked in the AIVS as unfinished in the previous academic year.

11. The student can enrol in any subject taught at UNIZA as an optional.
12. A student who studies simultaneously two or more study programmes provided by UNIZA or another public university at the same level in one academic year is obliged to pay annual tuition fees in the second and subsequent study programme for the study in the respective academic year in accordance with the Higher Education Act. A student who studies simultaneously two or more study programmes will announce in writing during enrolment to the Department for Study which programme he/she will study free of charge and for which he/she will pay tuition fees. The faculty/university will charge tuition fees to the student on the basis of the above notification. If a student does not submit this notification to the Department for Education and the faculty/university will find out about simultaneous study from the register of students, it will assume that he/she does not study at the faculty/university free of charge and will be charged tuition fees.
13. A student who studies a study programme longer than its standard length of study is obliged to pay annual tuition fees for each subsequent year of study in accordance with the provisions of the Higher Education Act.
14. The student is obliged to pay the prescribed tuition fees according to the Section 71 (3) (b) of the Higher Education Act within the deadline set by the dean of the faculty/rector of the university.

#### **Article 14 Interruption and Termination of Study**

1. The student may request the dean/rector in writing to interrupt the study of the study programme. If the dean/rector accepts the request, the student can continue his/her studies according to the conditions determined by the dean/rector. The period of study interruption is usually one year.
2. The student ceases to be a student from the day of the study interruption. During the period of study interruption, the student does not have the rights and obligations of a student.
3. The total period of study interruption is a maximum of two years during the study of study programme of each degree.
4. It is possible to interrupt the study at any time during the academic year. After the interruption, the student starts the study in the term by which the study was interrupted.
5. After the interruption, the student is credited with all fulfilled obligations and in case of non-fulfilled obligations, the dates of failed exams.
6. If the student fails to appear for re-enrolment after the interruption of study, the faculty will invite him/her in writing to appear for enrolment within ten working days from the delivery of this notice (Section 66 (3) of the Higher Education Act).
7. If the student either fails to re-enrol after the delivery of the notice within the specified period, or he/she fails to apply for an extension of this period for health reasons that prevent him/her from appearing for re-enrolment, the day on which he/she was to re-enrol shall be considered the day in which the student withdrew from the study (Section 66 (4) of the *Higher Education Act*).
8. The interruption of study is recorded by the Department for Education in the AIVS (Academic Information System).
9. The student is obliged to notify the dean of the *termination of the study* in the form of a written notice. The day of the termination of the study is the day of delivery of the written notice.

#### **Article 15 Change of the Study Programme**

1. The change of a study programme to a study programme carried out within the same field of study at the faculty or within university-wide study programmes at the university may be permitted to students of their own or another UNIZA faculty or to students admitted to study from another university in accordance with the provisions of the Higher Education Act on the basis of their written request. The dean/rector decides on the request after considering the capacity of the faculty as well as after the previous written opinion of the guarantor of the new

study programme who will assess the current course of the applicant's study. The change usually takes place before the beginning of the semester.

2. For students who have changed the study programme according to par. 1 of this Article is binding, that the credits obtained by studying in the previous study programme will be recognized in the new study programme if the student has obtained them during the previous 3 years (maximum). The recognition of credits will be decided by the guarantor of the study programme after a previous positive assessment of their relevance for this study programme.
3. The guarantor of the relevant study programme for which enrolment the student has applied for within the required change will determine the student's differential exams and dates of their completion, if the student has not taken all exams set out in the study plan of this study programme.
4. Change in the study programme in a field other than the same field of study can only be made through a new admission procedure. In the new study programme, upon the written request of the student, the fulfilled obligations from the previous study in terms of ECTS according to Article 7 of these Study Regulations will be recognized.
5. Pursuant to the Section 59 of the Higher Education Act, during his/her study, a student of a study programme may apply in writing for enrolment in a study programme within the same field of study at another faculty or another university.

### **Article 16** **Duly Completion of Study**

1. The study will be duly completed by finishing the studies according to the relevant study programme. The day of the completion of the study is the day when the last of the conditions prescribed for the duly completion of the study of the given study programme in accordance with the Section 65 of the *Higher Education Act* is fulfilled.
2. Graduates of bachelor's degree study programmes are issued a *university diploma* entitling them to use the academic title of *bachelor* (abbreviated to Bc. Given before their name). Graduates of engineering degree study programmes are issued a *university diploma* entitling them to use the academic title of *engineer* (abbreviated to Ing. given before the name). Graduates of master's degree study programmes are issued a *university diploma* entitling them to use the academic title of *master* (abbreviated to Mgr. given before the name). A university diploma is a document of proper completion of study and is issued with the date of passing the state examination, indicating the name of the accredited study programme and the specialisation, if the accredited study programme allows it, in the relevant field of study and with other requirements according to the Higher Education Act, such as name, surname, date of birth and place of birth of the graduate, matriculation number of the diploma, name of the higher education institution, name of the field of study, name of the study programme and specialisation, if the accredited study programme allows it, under which the study was conducted, name of the faculty, if the study programme was conducted at the faculty, academic title, signature of the rector and the dean, if the study programme was conducted at the faculty, date of completion of the study according to Section § 65 par. 1 of the Higher Education Act, and the stamp of the higher education institution.
3. UNIZA will issue a university diploma with honours to graduates who have completed their studies with honours.
4. In addition to the university diploma, the faculty will issue a *state examination certificate* to the graduates in accordance with the provisions of the *Higher Education Act*, as well as the diploma supplement.
5. The rector of UNIZA will proceed in accordance with the Section 108f et seq. of the Higher Education Act and UNIZA internal regulations in the event that:
  - a) a graduate of the relevant study programme has been convicted of an intentional criminal offense and, by committing this criminal offense, has obtained an advantage which affected the duly completion of the study or the fulfilment of the conditions for admission to this study,
  - b) the final thesis or its part was not demonstrably prepared by the graduate,



- c) the graduate misappropriated another person's intellectual property and obtained an advantage which affected the duly completion of the study or the fulfilment of the conditions for admission to that study, or
- d) the graduate, as a result of a decision on the invalidity of a state examination or its part in a lower-level study programme or as a result of giving up a lower-level academic degree, ceased to meet the basic condition for admission to the relevant completed study programme of the higher-level degree.

### **Article 17 Other Termination of Study**

1. Apart from the duly completion of the study, the study can be terminated:
  - a) if the student leaves his/her study according to Section 66 (1) (a) of the Higher Education Act; the date of termination is the day on which the faculty/UNIZA received a written statement from the student about leaving the study,
  - b) if the study is not completed within the period determined in accordance with Section 65 (2) of the *Higher Education Act*; the day of termination is the end of the academic year in which the student was supposed to complete his/her studies,
  - c) the student is excluded from the study due to non-fulfilment of the requirements arising from the study programme and the Study Regulations of the university and faculty according to Section 66 (1) (c) of the *Higher Education Act*; the date of termination of study is the day the decision enters into force,
  - d) the student is excluded from the study for a disciplinary offense according to Section 72 (2) (c) of the *Higher Education Act*; the date of termination of study is the day the decision enters into force,
  - e) the student is excluded from the study if he/she did not appear even after the written request for enrolment in the next period of study or after the interruption of the study for re-enrolment. The day on which the student was supposed to enrol in the next period of study or on which he was to enrol again is considered to be the day on which the student left the study in accordance with the Section 66 (3) and (4) of the Higher Education Act,
  - f) the student is excluded from the study if he/she does not pay the tuition fees prescribed for him/her within the set deadline,
  - g) the study programme is cancelled according to the relevant Higher Education Act, if the student does not accept the offer to continue the study of another study programme; the day of the end of the study is the day on which the faculty announced the cancellation of the study programme,
  - h) the death of the student.
2. Details on the termination of study according to paragraph 1 (d) are laid down in the Directive – Disciplinary Code of the University of Žilina.
3. Student who left/terminated his/her study according to this paragraph 1 (a) to (g) of this Article is obliged to immediately settle all obligations to UNIZA and related administrative processes (e.g., return books to the library, pay fines, fees, accommodation fees, etc.), about which he/she is obliged to submit a document to the Department for Education, or to another authorized person.
4. A statement of study results will be issued to the student who left/terminated the study according to paragraph 1 of this Article, with the exception of letter h) upon his/her request.

## **PART 4: FINAL THESIS AND STATE EXAMINATIONS IN BACHELOR'S, ENGINEERING AND MASTER'S DEGREE STUDY PROGRAMMES**

### **Article 18 Final Thesis**

1. The final thesis verifies the knowledge, skills, and competencies that the student acquired during the study and his/her ability to use them in solving tasks and specific problems related to the field of study.

2. The final thesis and its defence form the subject of the state examination and are evaluated by credits.
3. The topic of the final thesis is related to the content of the study that the student completes, the study programme and the field of study. It is based on the scientific research activities of the department, faculty, university, and the needs of practice.
4. The final thesis in the first degree of university study is a *bachelor's thesis*, in the second degree of university study a diploma thesis.
5. The topic of the final thesis is chosen by the student from the topics published by the authorized unit (usually a department, institute) by a date determined by the faculty/university academic calendar. After this deadline, the topic of the final thesis will be assigned to the student.
6. The student can propose the topic of his/her final thesis by the deadline determined by the faculty/university academic calendar. The topic must meet the requirements set out in paragraphs 3 and 4 of this Article.
7. The assignment of the final thesis will be handed over to the student by the authorized unit no later than the end of October of the winter semester in the last year of study.
8. The supervisor of the final thesis specifies the solution of the topic of the final thesis, its scope, recommends study and information sources, guides the student in processing the topic, assesses the final thesis and the student's approach to the elaboration of the thesis, also comments on the degree of originality of the final thesis in his/her written opinion. The procedure and details are set out in Directive No. 215 On Final, Rigorous and Habilitation Theses in the Conditions of the University of Žilina (hereinafter referred to as the "Directive on Final, Rigorous and Habilitation Theses").
9. The head of the department/director of the institute where the topic was assigned will determine the opponent for each final thesis (if necessary, a consultant as well). They will appoint them from among professors, associate professors, assistant professors working in the field of study, researchers outside UNIZA and experts with the necessary qualifications from practice. In the case of bachelor's theses, doctoral students can also be opponents. The opponent of the final thesis assesses and classifies the final thesis in his/her written opinion.
10. The principles of elaboration of final theses, formal requirements and the method of control of originality are based on the valid methodological guidelines of the Ministry of Education, Science, Research and Sports of the Slovak Republic on the requisites of final theses, their bibliographic registration, storage and access.
11. Within the bachelor's thesis, the student's solution must include a quality analysis of the researched problem from the relevant field, its evaluation and proposal of the solution, its assessment and proposal of recommendations. A student of the 1st degree of university study must prove by elaborating a final thesis that he/she can use the acquired knowledge and has competencies for solving problems in the field of study. The student has the ability to obtain and interpret relevant data usually in the field of study and on the basis of this data he/she is able to make ethically and socially responsible decisions.
12. In the diploma thesis, the student's solution must include a quality analysis of the researched problem, the elaboration of several problem-solving proposals in a broader context beyond the field based on sound analysis, evaluation of proposals and the formulation of justifications from them in the recommendations of specific solution(s) or in the case of technical fields, the elaboration of a recommended proposal. A student of the 2nd degree of university study must prove by elaborating a final thesis that he/she is able to use the acquired knowledge and has the ability to creatively solve problems in new or unknown environments, in broader contexts beyond his/her field of study. He/she has the ability to integrate knowledge and formulate decisions.
13. In accordance with the provisions of the Higher Education Act, the student must submit the final thesis in electronic form to the Central Registry of Theses and Dissertations (hereinafter referred to as the "Central Registry") and on the basis of information from Central Registry, the degree of originality of the submitted thesis will be verified. The details are regulated by the Directive on Final, Rigorous and Habilitation Theses. The student submits the final thesis no later than the deadline specified by the faculty/university academic calendar.

## **Article 19**

### **State Examinations**

1. State examinations verify that the student has acquired the knowledge and skills required by the study plan and that he/she is ready to perform the profession. Study in bachelor's and engineering degree study programmes is completed by a state examination.
2. State examinations are held according to the provisions of the Higher Education Act. The state examination consists of the final thesis and its defence. The state examination also consists of other subjects or a scientific discussion, if they are part of it in accordance with the description of the study programme.
3. The student can take the state examination only after fulfilling all other study obligations prescribed by the study programme.
4. The student may retake the state examination or each of its individual subjects (i.e., final thesis, subjects, or scientific discussion, if they are part of the state exam) no more than twice, within the deadline according to Article 2 (13) of these Study Regulations.
5. The organization of state examinations in the given study programme is ensured by authorized units (departments, institutes, and others) in cooperation with the department for education. Details are determined by the faculty/institute providing the study programme.
6. The student must pass the state examination (including its possible repetition) no later than in the period limited by the maximum period of study specified in Article 2 (13) of these Study Regulations.

## **Article 20**

### **Examination Committee**

1. The state examination is taken by the student in one date in front of the examination committee for the state examinations (hereinafter referred to as the "*examination committee*"). The examination committee shall be composed of the chairman and at least three other members. *The examination committee* is appointed by the dean/rector.
2. Only university teachers acting as professors and associate professors and other experts in accordance with the *Higher Education Act* approved by the Scientific Council of the Faculty/University have the right to examine at the state examination. In the case of bachelor's degree study programmes, university teachers in the position of assistant professor with a third-degree university education also have the right to examine. The examination committees for conducting state examinations also include important experts in the given field of study from other universities, legal entities performing research and development in the territory of the Slovak Republic or from practice, as well as important experts in a similar field of study from abroad who are approved by the Scientific Council of the Faculty/University.
3. At least two members of the examination committee in the case of engineering/master's degree study programmes are university teachers acting as professors or associate professors and in the case of bachelor's degree study programmes, at least one member of the examination committee is a university teacher acting as professor or associate professor.
4. At least one member of the examination committee for 1st and 2nd degree study programmes is a person who is not a member of the academic community of the faculty.

## **Article 21**

### **Preparation of State Examinations**

1. State examinations are held on dates set by the faculty/university academic calendar.
2. The head of the authorized unit will allow the student to get acquainted with the opinion of the supervisor and the opponent of the final thesis within the deadline determined by the faculty academic calendar, but no later than three days before the date of the defence.
3. The student registers for the state examination at an authorized unit (usually a department, institute, etc.) no later than the deadline set in the academic calendar of the faculty (for university-wide study programmes in the UNIZA academic calendar). The authorized unit shall

publish the schedule of state examinations no later than one week before the commencement of state examinations.

## **Article 22**

### **Course of State Examinations**

1. State examinations are open to the public.
2. The course of state examinations is managed by the chairman of the examination committee who is also responsible for the activity of the examination committee.
3. State examinations shall be held in the presence of the chairman and at least three other members of the examination committee.
4. During the defence of the final thesis, the student will present the results achieved in the final thesis, comment on the opinion of the supervisor and the opponent of the final thesis and answer questions about the final thesis.
5. The supervisor of the final thesis or the opponent usually participates in the defence of the final thesis. Their participation is not a necessary condition for holding a state examination.
6. During the state examination, the student answers questions from the subjects of the state examination or undergoes a scientific discussion, if they are part of it in accordance with the description of the study programme.
7. The examination committee decides on the result of the state examination and the overall result of the study.
8. The subjects of the state examination are awarded credits. The number of credits for the defence of the final thesis is stated in the study programme.
9. The individual subjects of the state examination shall be classified by grades in accordance with Article 9 (11) of these Study Regulations.
10. When classifying, the examination committee takes into account the classification of the subjects of the state examination, as well as the study results during the entire university study.
11. The result of the state exam is classified verbally in degrees in accordance with the internal regulations of the faculty/institute:
  - a) **"excellent"**,
  - b) **"insufficient"**,
  - c) **"passed"** – in all other cases.
12. Overall result of the completed study is classified:
  - a) **"passed with honours"** – if the student passed the state examination with classification "Excellent" and achieved the overall weighted average of the grades:
    - aa) in the 1st degree of study: max. 1.3 (1.4 if the student completed at least one semester of study abroad),
    - ab) in the 2nd degree of study: max. 1.2 (1.4 if the student completed at least one semester of study abroad),
  - b) **"failed"** - if the student passed the state examination with the classification "insufficient",
  - c) **"passed"** - in all other cases.
13. The committee decides on the classification of the state examination as well as on the classification of the overall study result by voting in a closed session on the day of the state examination. In the event of a tie, the chairman of the committee shall have the casting vote. Classification of the defence of the final thesis or other subjects of the state examination or scientific discussion, if they are part of it in terms of the description of the study programme and the total result of the state examination and the overall result of the study will be announced to the student by the chairman of the committee on the day of the state examination.
14. A record of the course of each student's state examination is drawn up. The record is signed by the chairman and the present members of the examination committee.
15. The grade from the defence of the final thesis, or other subjects of the state examination or scientific discussion, if they are part of it in accordance with the description of the study programme, will be written in the electronic study report in the AIVS (Academic Information System) by the chairman of the committee or a person authorized by the chairman.

16. If the student did not attend the state examination (within the regular or retake date) and did not justify his/her absence in writing within 5 calendar days from this deadline, he/she is classified as "insufficient".

### **Article 23**

#### **Retake and Substitute Date of State Examination**

1. A student who was classified with the grade "FX – insufficient" in the state examination may retake the state examination no more than twice, with the state examination committee stipulating in the state examination record the following:
  - a) revision of the final thesis;
  - b) change of the topic of the final thesis;
  - c) retake of the subject of the state examination or scientific discussion;
  - d) a combination of letters a, c or b, c.
2. A student who was classified with the grade "FX – insufficient" from the state examination can apply for a retake date at the earliest date of the state examinations set by the faculty academic calendar or the dean of the faculty in the case of faculty study programmes. In the case of university-wide study programmes he/she can apply for a retake date at the earliest for the nearest date of the state examinations set by the academic calendar or the rector of UNIZA, but not earlier than two months after the holding of the regular or first retake date in which he/she failed.
3. In the case of faculty study programmes, the date of state examinations is set by the faculty academic calendar or the dean of the faculty. In the case of university-wide study programmes, the date of state examinations is set by the rector of UNIZA. The date must be announced through the head of the department or institute no later than 30 calendar days before the state examinations.
4. A student who was classified from the state examination with the grade "FX – insufficient" also on the second retake date will be excluded by the dean of the faculty in the case of faculty study programmes and in the case of university-wide study programmes by the rector of UNIZA in accordance with Article 17 (1) (c) of these Study Regulations.
5. A student who did not come to take the state examination within the specified deadline or its retake and whose absence was not justified no later than within 5 calendar days from the holding of the state examination, a dean of the faculty in the case of faculty study programmes/the rector in the case of university-wide study programmes will determine the substitute date of the state examination and through the head of the department will notify the student about this fact no later than 30 calendar days before examination.
6. A student who has a set substitute date for state examinations or retakes state examinations must register for the set examination date. If these are not in a given academic year, he/she must enrol in the next year of study and pay tuition fees.

## **PART 5: COMMON AND FINAL PROVISIONS**

### **Article 24**

#### **Rights and Responsibilities of Students**

1. Students of UNIZA have the opportunity to express their opinion about the quality of teaching and teachers at least once a year in the form of an anonymous questionnaire.
2. Students have the right to make suggestions and proposals for the improvement of education directly or through representatives in the bodies of UNIZA and in the structures of the UNIZA IQAS. Anonymous suggestions and proposals are also admissible.
3. Other general rights and obligations of students are defined by the Higher Education Act and the UNIZA Statute.

### **Article 25**

#### **Remedies**

1. Decisions under these Study Regulations shall not be subject to the general rules of administrative procedure, except:
  - a) decisions on exclusion from higher education study in accordance with the provisions of Article 17 (1) (d) of these Study Regulations,
  - b) decisions according to Section 108 (1) of the Higher Education Act.
2. The method of implementation of the provisions of the Study Regulations, if they are not explicitly included in them, is determined by the dean/rector in an internal regulation.
3. The dean/rector is responsible for deciding on the application of the provisions and the interpretation of the provisions of these Study Regulations.

## **Article 26 Final Provisions**

1. Study in doctoral degree study programmes at UNIZA is governed by the provisions of Directive No. 110 Study Regulations for the Third Degree of University Study at the University of Žilina.
2. Study Regulations No. 111 of the University of Žilina, as amended, are repealed.
3. These Study Regulations shall enter into force on the day of their approval by the Academic Senate of the University of Žilina, on 28 June 2021, and shall become effective on 1 September 2021.
4. All UNIZA parts are obliged to harmonize their Study Regulations with this Directive no later than 30 October 2021.
5. Amendment No. 1 to Directive No. 209 shall enter into force upon approval by the UNIZA Academic Senate on 22 November 2021, and shall become effective on 23 November 2021.
6. The provisions of paragraphs 1 and 2 of Article 2 of Amendment No. 2 to Directive No. 209 shall enter into force on the date of their approval by the UNIZA Academic Senate on 25 April 2022 and, shall become effective on 1 September 2022.
7. The provisions of paragraphs 3 and 4 of Article 2 of Amendment No. 2 to Directive No. 209 shall enter into force on the date of their approval by the UNIZA Academic Senate on 25 April 2022 and, shall become effective on 26 April 2022.
8. Amendment No. 3 to Directive No. 209 shall enter into force on the date of its approval by the UNIZA Academic Senate on 3 April 2023, and shall become effective on the date of its publication.
9. Amendment No. 4 to Directive No. 209 shall enter into force on the date of its approval by the UNIZA Academic Senate on 19 June 2023, and shall become effective on the date of its publication.

prof. Ing. Branislav Hadzima, PhD.  
Chairman of the UNIZA Academic Senate

prof. Ing. Ján Čelko, CSc.  
Rector