

	The Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 37	Internal Regulation No. 5/2023 Copy No: 1
	The Study Order of the Slovak Medical University in Bratislava	Storage period: 10 years



THE STUDY ORDER OF THE SLOVAK MEDICAL UNIVERSITY IN BRATISLAVA

The Slovak Medical University in Bratislava issues the Study Order of the Slovak Medical University in Bratislava in accordance with provision of the § 15 section 1 letter c) of the Act No. 131/2002 Coll. on Higher Education and on amendment and supplement to certain acts, as amended and in accordance with the Article 54 section 2 letter h) and the Article 7 section 2 letter a) sec. 1 of the SMU's Statute.

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The Internal Regulation was approved by: The Academic Senate of the SMU		Date of approval: 26.06.2023
Date of issue:	Validity since: 21.8.2023	In effect since: 21.8.2023

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List of abbreviations:

SAAHE– The Slovak Accreditation Agency for Higher Education

(the) SMU/university – the Slovak Medical University in Bratislava

(the) Higher Education Act – Act No. 131/2002 Coll. on Higher Education and on amendment and supplement to certain Acts, as amended

MAIS – Modular academic information system

(the) University Quality Board – the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava

FM – Faculty of Medicine

The Slovak Medical University in Bratislava issues the Study Order of the Slovak Medical University in Bratislava in accordance with provision of the § 15 section 1 letter c) of the Act No. 131/2002 Coll. on Higher Education and on amendment and supplement to certain acts, as amended and in accordance with the Article 54 section 2 letter h) and the Article 7 section 2 letter a) sec. 1 of the SMU's Statute. This Regulation was approved by the Academic Senate of the SMU in Bratislava on June 26, 2023.

PART ONE

Introductory provisions

Article 1

Basic provisions

- (1) The Study Order of the Slovak Medical University in Bratislava (hereinafter referred to as „Study Order “)
 - a) regulates legal relations arising in the provision, organization and ensuring of university studies (hereinafter referred to as "studies") within the framework of accredited study programmes at the University and at the Faculty,
 - b) defines the rights and obligations of students¹ and university teachers within the framework of legal relations according to letter a).
- (2) All academic rights and freedoms are guaranteed at the University and at the Faculty. In particular, the student has the right to learn while preserving the free choice of study within accredited study programmes and the freedom of teaching consisting mainly of openness to different scientific opinions and research methods. Students are allowed to actively participate in the activities and management of the university and its components, especially when it comes to ensuring the quality of higher education, organization of studies and decision-making regarding the academic rights and obligations of students in accordance with the Internal Quality Assurance System of the SMU and the internal regulations of the SMU and its components.
- (3) This Study Order governs the study of students at the Slovak Medical University in Bratislava in bachelor's, master's and doctoral study programmes admitted to study programmes accredited in accordance with the Act on Higher Education and within the PhD. study.
- (4) The PhD. studies are governed by the internal regulations of the SMU and its faculties.
- (5) Study regulations for further education and the organization of education and certification of teaching staff² are within the scope of individual faculties of the Slovak Medical University in Bratislava
- (6) The university uses a modular academic information system (hereinafter referred as „MAIS “)

¹ § 70 and § 71 of the Higher Education Act

² § 1 section 4 letter. e) the Higher Education Act

PART TWO STUDIES

Article 2

Levels of study

- (1) The University provides studies within accredited study programmes at the relevant faculty
 - a) in the bachelor's study programme (first level),
 - b) in the master's study programme (second level),
 - c) in the doctoral study programme (combined first and second level),
 - d) in the PhD. study programme (third level)(hereinafter referred to as „study programme“),
- (2) The university allows students to apply for studies at another faculty or at another university in the Slovak Republic or abroad as part of their studies.
- (3) The dean is responsible for providing, organizing, and ensuring the study programme according to the Study schedule, its contents, compliance with generally binding legal provisions, the Statute of the University and the Statute of the Faculty, the Study Order of the University, and the Study Order of the Faculty.

Article 3

Forms of study

- (1) Study programmes are organized in the form of full-time study and in the part-time form of study.
- (2) The full-time form of study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study programme, from the point of view of the time demand of the student's work in the range of 1500 to 1800 hours per academic year, including controlled self-study and independent creative activity.³
- (3) The part-time form of study is organized in such a way that, depending on the study programme, the study according to the recommended study plan corresponds to the student's work in the range of 750 to 1440 hours per academic year, including controlled self-study and independent creative activity.⁴
- (4) Studies in accredited doctoral study programmes in general medicine, dentistry and in the bachelor's study programme midwifery are carried out exclusively in the full-time form of study.
- (5) The organization of all levels and forms of higher education is based on the credit system.⁵

Article 4

Methods of study

The study programme in the full-time form of study and in the part-time form of study is carried out as

- a) teaching with direct contact between the university teacher and the student (face-to-face method),

³ § 60 section 2 of the Act on Higher Education

⁴ § 60 section 3 of the Act on Higher Education

⁵ Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on credit system, as amended

- b) communication through means of communication based on the use of computer networks and study materials (distance method) or
- c) combination of methods according to letters a) and b) (combined method).

Article 5

Standard length of study

- (1) The bachelor's study programme as a first level study program focuses on acquiring theoretical knowledge and practical skills based on the current state of science, technology, and research. Professionally oriented bachelor study programmes focus on mastering the use of this knowledge in the performance of a profession. The standard length of study for a bachelor's study programme, including professional practice, lasts three academic years, 180 credits.
- (2) The study programme of the second level focuses on acquiring theoretical and practical knowledge based on the current state of science, technology, and research and on developing the abilities of their creative application in the performance of a profession or when continuing university studies according to a PhD. study programme. The standard length of study for the second level study programme, including professional practice, lasts two academic years, 120 credits.
- (3) The doctoral study programme combines the first and second levels⁶. Studying in the doctoral study programme lasts six years in full-time study, including mandatory practical tuition, 360 credits.
- (4) Studying in the PhD. study programme lasts⁷
 - a) three or four academic years in full-time study; 180 or 240 credits,
 - b) four or five academic years in part-time study; 180 or 240 credits.
- (5) Studying according to the study programme in the full-time form of study may not exceed its standard length by more than two years. Studying according to the study programme in the part-time form of study may not exceed its standard length by more than three years.⁸
- (6) The dean decides on the extension of the standard length of study in connection with the student's written request to interrupt the study according to Art. 27 of this Study Order.

Article 6

Degrees awarded upon completion of studies

- (1) The university awards the following degrees to the graduate:
 - a) in the bachelor's study programme, the academic title "bachelor" (abbreviated as "Bc."),
 - b) in the master's study programme, the academic title "master" (abbreviated as "Mgr."),
 - c) in the doctoral study programme in the field of general human medicine, the academic title "Doctor of General Medicine" (abbreviated as "MUDr.") and in the doctoral study programme in the field of dental human medicine, the academic title "Doctor of Dental Medicine" (abbreviated as "MDDr."),
 - d) in the PhD. study programme, the academic title "doctor" ("philosophiae doctor", abbreviated "PhD."; the abbreviation "PhD." is given after the name).
- (2) Graduates of the master's study programme can take a rigorous/doctoral examination, which also includes the defence of a rigorous/doctoral thesis. After its completion, the

⁶ § 53 section 3 of the Higher Education Act

⁷ § 54 section 2 of the Higher Education Act

⁸ § 65 section 2 of the Higher Education Act

university awards them the academic title "Doctor of Philosophy" (abbreviated as "PhDr.", which appears before the name). The rules of rigorous/doctoral procedure and the implementation of rigorous/doctoral examinations are governed by the internal regulations of the faculty.

- (3) The Rector of the university decides in accordance with the Higher Education Act on the invalidity of the state/rigorous examination or its part⁹ and on the revocation of an academic title.¹⁰
- (4) In accordance with the Higher Education Act, an individual may irrevocably renounce an academic degree.¹¹

Article 7

Conditions of study for international students/students studying in the English language

- (1) International students can study at the university based on a study contract or in an exchange program based on a contract between the receiving university and the sending university.
- (2) International students, studying in the Slovak language, study under the same conditions as citizens of the Slovak Republic.
- (3) Slovak students studying in English language study under the same conditions as international students based on a study contract (hereinafter referred to as "international students").
- (4) The rights and obligations of international students during their studies and the scope of services provided by the faculty are the content of the contract signed by the participating parties, i.e., statutory representative of the university and the student (or in case of incapacity for entering the legal acts, his/her legal representative). The rights and obligations of a student with another nationality are the same as for Slovak students, unless otherwise stated in the contract. The contract is concluded for the period of study.
- (5) International student can study in English language in an accredited study programme. The practical part of the teaching is always carried out according to § 8 section 4 of Act no. 270/1995 Coll. on the state language of the Slovak Republic, as amended. The amount of tuition fees and the method of payment are determined by the study contract between the student and the university.
- (6) Submission of documents on payment of school fees and fees associated with the study is a condition for student enrolment.
- (7) Studies for international students are provided by a faculty that has an accredited study programme in the relevant field of study after approval by the Ministry of Education, Science, Research and Sport in Slovak or English languages. Students studying in English language are required to demonstrate knowledge of the Slovak language before starting practical training so that they can communicate with the patient in accordance with Art. 7 par. 5 of this Study Order.
- (8) International students may be admitted as a transfer under the same conditions as other students according to Article 13 of this Study Order.

⁹ § 108f section 1 and section 2 of the Higher Education Act

¹⁰ § 108f section 3 of the Higher Education Act

¹¹ § 108h of the Higher Education Act

Article 8

Conditions of admission to study

- (1) The conditions for admission to study in a given academic year (hereinafter referred to as "admissions procedure") are determined by the Rector based on the proposals of the Deans of the faculties and approved by the Academic Senate of the university.
- (2) Condition of admission to study
 - a) in the bachelor's study programme is the acquisition of a complete secondary education or a complete secondary professional education and proof of medical capability for the performance of a medical profession by submission of respective certificate from a general practitioner¹²,
 - b) in the master's study programme, there is a first level university education in the relevant study programme, in the full-time form of study, proof of medical capability for the performance of a medical profession by submission of respective certificate from a general practitioner, in the part-time form of study, proof of employment in the relevant field by confirmation from the HR department (if the faculty such requires from the applicant),
 - c) in the doctoral study program, the acquisition of a complete secondary education or a complete secondary professional education and proof of medical capability for the performance of a medical profession by submitting a certificate from a general practitioner,
 - d) in a PhD. study programme, it is a university education of second level.
- (3) The faculty will publish on the university's website
 - a) deadline for submitting application for study,
 - b) conditions of admission to study,
 - c) date and method of verification of fulfilment of conditions of admission to study,
 - d) the form and framework content of the exam, if an entrance exam is part of the ability verification,
 - e) method of evaluating results,
 - f) information on the number of applicants it plans to accept to study the relevant study programme.
- (4) The deadline for fulfilling the obligation according to paragraph 3 is at the latest
 - a) by November 1 in the academic year that precedes the academic year in which the studies are to begin, if it is a bachelor's study programme or a study programme combining the first and second level of study into a single unit,¹³
 - b) two months before the last day for submitting applications, if it concerns other study programmes.
- (5) The Dean may determine additional conditions for admission to individual study programmes at the faculty¹⁴ approved by the Faculty Quality Assurance Board.
- (6) The conditions of the admission procedure cannot be changed after their publication until the end of the admission procedure.
- (7) An applicant with specific needs can attach a request to the application, based on which, after evaluating his/her specific needs, the form of the entrance exam and the method of its implementation will be determined, taking into account his/her specific needs.

¹² Decree of the Ministry of Health of the Slovak Republic No. 364/2009 Coll.

¹³ § 53 section 3 of the Higher Education Act

¹⁴ § 57 of the Higher Education Act

PART THREE

ADMISSION PROCEDURE

Article 9

Organisational arrangements of the admission procedure

- (1) The preparation, organization and course of the admission procedure are ensured by the university in cooperation with the faculty in accordance with the Higher Education Act and standards of the SAAHE.
- (2) The Dean decides on the number of applicants to be accepted for study after the prior approval of the Rector and the approval opinion of the Ministry of Health of the Slovak Republic.¹⁵

Article 10

Course of admission procedure

- (1) The admission procedure begins with the delivery of the electronic application for study.
- (2) The application for study (hereinafter referred to as the "application") is submitted on the prescribed form of the SMU (generated by the MAIS).
- (3) An integral part of the application form are documents specified by the university, including the proof of payment of the fee for the material security of the admission procedure (hereinafter referred to as the "complete application form"). The candidate who submitted the complete application is responsible for the correctness, completeness and truthfulness of the data provided in the complete application. For a foreigner, a document of citizenship is part of the application.
- (4) The University is entitled to use the data from the study application about the accepted study applicant, who has notified the university that he/she will enrol for studies, to the extent necessary for the purpose of entering data in the student register and for the purpose of issuing a student ID. To process personal data according to a special regulation specified in the documents and in the application, except for the data specified in § 58 par. 3 of the Act on Higher Education, the SMU can only with the prior consent of the person concerned, which is an integral part of the application.
- (5) The date of delivery to the electronic address is decisive for the application sent by electronic means (electronic application). The applicant is obliged to deliver the complete application in writing, at the latest within 5 calendar days. If the student does not confirm the electronically submitted complete application within the established deadline, the date of submission on the post stamp or the date of the university office is considered the date of submission of the complete application.
- (6) The applicant can apply for several study programmes. One application is submitted for each study programme.
- (7) If the university allows you to apply for several study programmes conducted at one faculty, the conditions according to sec. 6 apply similarly.
- (8) If the applicant does not submit a complete application according to sec. 3 of this article in the alternative date set by the university after the delivery of the incomplete application, i.e., within 5 calendar days, the admission procedure is stopped, and an incomplete application is considered undelivered. Legal provisions on administrative proceedings do not apply to the suspension of proceedings.
- (9) Part of the admission procedure is an entrance exam (if the faculty sets it). The university will send the applicant an invitation to the entrance exam no later than 28

¹⁵ § 45 section 4 letter j) of the Higher Education Act

- days before the date of the exam.
- (10) The entrance exam can be divided into several parts (usually the physical fitness test, the written part of the entrance exam and others, after approval by the Faculty's Quality Assurance Board) and can be held on one day or on several days. Part of the entrance exam is the verification of the applicant's identity before it begins.
 - (11) The evaluation of the written part of the entrance exam is anonymous, i.e. j. the person who evaluates the tests does not have the technical possibility to find out which study applicant completed the relevant test.
 - (12) If an applicant violates the rules of the entrance exam during the entrance exam (commits fraud or acts contrary to the rules announced at the beginning of the entrance exam), the Dean or an employee of the university authorized by Dean will immediately terminate his/her entrance exam. The results of the entrance exam are not evaluated and the entrance exam is considered invalid. The results of this applicant will not be evaluated, he/she will not be given an alternative date for the entrance exam.
 - (13) The legal provisions on administrative proceedings do not apply to early termination of the entrance exam.
 - (14) An alternative exam date may be granted to the applicant if he/she requests it in writing, after assessing the seriousness of the reasons for not participating in the entrance exam. The reason for allowing an alternative date can be e.g. sudden illness or the applicant's participation in an entrance exam at another university, which is documented by a relevant confirmation.

Article 11

Decision-making on results of the admission procedure

- (1) Legal provisions on administrative proceedings do not apply to deciding on the results of the admission procedure.
- (2) The Dean decides on the admission of the applicant to study, based on the results of the admission procedure, no later than 30 days from the verification of fulfilment of the conditions of admission to study. An applicant who does not demonstrate fulfilment of the basic conditions for admission to study at the time of verification of fulfilment of the conditions for admission may be admitted to study conditionally, with the obligation to demonstrate fulfilment of the basic conditions for admission to study at the latest on the day designated for enrolment. If the student proves that he/she has fulfilled the basic conditions of admission to study no later than on the day designated for enrolment, he/she is considered a duly admitted student to study the chosen study programme.
- (3) The decision on the result of the admission procedure must be delivered to the applicant to his/her own hands. To the applicant, whose place of residence is unknown, the decision is delivered by posting on the official board of the relevant faculty for 15 days. The last day of this period is considered as the day of its delivery.
- (4) If an entrance exam is held in the study programme, the university will make available to the applicant the overall result of his/her entrance exam according to the applicant's code using MAIS on the following day at the latest.
- (5) If the entrance exam lasts several days (physical fitness test, theoretical exam), the results will be made available to the applicant on the last day of the last part of the exam.
- (6) No later than 24 hours after the end of the meeting of the Faculty Dean's Admissions Committee, the faculty will publish on its website a list of accepted applicants according to individual study programmes. Only applicant codes are published. The published information must contain a note: "The list is only informative, the dean's decision on the result of the admission procedure is decisive, which will be

- delivered to the applicant own hands”.
- (7) Against the Dean's decision on non-admission to study, the applicant may submit a request for a review of the decision on the result of the admission procedure within eight days from the date of its delivery. The request is submitted to the Dean who issued the decision. The Dean can grant the request if he/she finds that the decision was issued in violation of the Law on Higher Education or the internal regulations of the university, otherwise he/she forwards the request to the Rector.
 - (8) If it is proven that the applicant was not accepted for studies due to a technical error on the part of the faculty, the Dean of the faculty will place the applicant in the order of applicants who passed the entrance exam, according to the corrected number of points obtained in the admission procedure.
 - (9) The Rector changes the decision if it was issued in violation of the Higher Education Act or the internal regulations of the university or rejects the request and confirms the original decision of the Dean. The Rector's decision is delivered to the applicant within 30 days of receiving the application.

Article 12

Admission dossier and the applicant's access to it

- (1) The university is obliged to store the documentation of the admission procedure, documentation of registration for the study and registration for the next part of the study, statement of study results, copies of documents on completion of the study and documentation of decisions on the academic rights and obligations of the student for at least 25 years from the date of completion of the study.
- (2) An applicant who has received a decision not to be accepted for studies has the right to inspect the documentation of his/her admission procedure in the form of a transcript of the documentation, within 10 days of receiving the Dean's decision at the latest. Inspection means that the applicant can only read the documentation and take extracts from it.
- (3) Only the applicant may inspect the materials in the reserved premises of the university in the presence of persons authorized by the Rector of the university. A reasonable time must be allocated for inspection.
- (4) If the applicant discovers that his/her test was incorrectly evaluated, he/she shall notify this fact to the person who, in accordance with sec. 3 is present at inspection.

Article 13

Admission procedure of the student transferring from other SMU's faculty or from other university

- (1) Transfer means the enrolment of a student from another university or from another faculty of the SMU to study the same study programme of the relevant level in the same field of study.¹⁶
- (2) A student can request a transfer in accordance with the provisions of sec. 1 of this article of the Dean of the faculty after the successful completion of the first year of study¹⁷, no later than the beginning of the second year of study, i.e., until September 1 of the relevant calendar year. A transfer request cannot be submitted by a student who, at the time of submission, has interrupted his/her studies at another university or another faculty of the SMU.
- (3) The student submits a request for transfer in writing after fulfilling all the conditions set

¹⁶ § 59 section 4 letter. a) of the Higher Education Act

¹⁷ The student must obtain all enrolled credits for the first year in the study programme.

by the SMU for advancement to the next year of study, but no later than August 15 of the given year. Part of the application is a statement of the results of studies to date, information sheets or syllabi of completed courses, confirmation that at the time of application, he/she is a student of the relevant university/faculty of the SMU and an application for university studies, confirmed by the university/faculty of the SMU.

- (4) The Dean will decide on the student's application within 30 days of receiving the application. When assessing the application, the Dean's decision is also based on the capacity options and the written opinion of the guarantor of the relevant study programme.
- (5) If the Dean decides to accept the student¹⁸ based on the transfer request, the admission decision will state the date of enrolment, the student's placement in the relevant year of study and the Dean will order to complete different courses or obtain an evaluation (PH/S) that he/she did not complete. At the same time, Dean will determine the date by which the student must complete bridging tuition and obtain an evaluation of courses which were lacking.
- (6) On the date of enrolment specified in the Dean's decision pursuant to part 5 of this article, the student becomes a student of the relevant SMU faculty to which he/she enrolled, and his/her previous studies are considered abandoned on the day preceding the day of enrolment. The study department of the SMU faculty, which allowed the student to enrol, will notify the university/other SMU faculty where the student left his/her studies, within three working days of the enrolment, which student and in which study programme it allowed enrolment and the date of enrolment.¹⁹
- (7) Transfer of a student in accordance with § 51a section 2 of the Act on Higher Education is carried out based on the request of the university which cancels the accredited study programme and based on the positive opinion of the Dean of the faculty and the Rector of the SMU.
- (8) In order to successfully complete his/her studies, the student is obliged to fulfil the conditions set out in the study programme he/she is studying after the transfer.
- (9) A student can apply to change the study programme within the same SMU faculty after successfully completing the first year of study²⁰, no later than the beginning of the second year of study, i.e. until September 1 of the relevant calendar year. The Dean will decide on the admission of this student to study in accordance with the provisions of sec. 4 and 5 of this article.
- (10) It is not possible for a student to transfer from a study programme in the English language to study the same or another study programme in the Slovak language.
- (11) Changing the doctoral study programme to bachelor's and master's study programmes and vice versa is not possible.
- (12) The provisions of this article apply to all faculties of the SMU, unless the internal regulations of the faculty provide otherwise.

Article 14

Academic mobility

- (1) To ensure academic mobility, the Dean appoints a faculty coordinator (usually a Vice-dean) from among university teachers, whose task, in cooperation with the Vice-rector for international relations/university coordinator of the Erasmus+ programme, is to organize international cooperation in the educational and scientific field, solving tasks connected with sending and hosting of students and employees and providing advisory services on the possibilities of academic mobility for students and employees.
- (2) The university may also accept a student from another university, including a university

¹⁸ § 59 section 4 of the Higher Education Act

¹⁹ § 59 section 6 of the Higher Education Act

²⁰ The student must obtain all enrolled credits for the first year in the study programme.

located outside the territory of the Slovak Republic, for a part of the study, usually for one semester, without an admission procedure in accordance with the terms of the exchange program or based on a contract between the university and the sending university.

- (3) A student accepted for academic mobility has the rights and obligations of a university student, considering the conditions of the exchange programme or the contract between the university and the sending higher education institution.
- (4) The university issues a confirmation to the student that he/she is a student of the university and indicates the period during which his/her academic mobility is to last. The university will issue a student card to the student if it cannot be replaced with a similar study document issued by the sending university.
- (5) The university can only accept a student of another university who, through his/her academic mobility at the university, will continue the studies started at another university and after the end of the mobility at the university, the student continues his/her studies at the sending university. A student who is a citizen of a country other than a member state of the European Union is obliged to submit documents proving the course of his/her studies at the sending university unless the hosting university decides otherwise.
- (6) If a student completes part of his/her studies at another faculty or at another university in the Slovak Republic or abroad on the basis of an agreement on academic mobility, the acquired credits are recognized on the basis of a confirmation of the mobility results from the hosting university or of another institution abroad in accordance with the Lisbon Convention on Recognition, the Erasmus Charter for Higher Education and the Directive on the Competencies of the SMU and its Faculties in the Implementation of the Erasmus+ Programme.
- (7) Completion of academic mobility at the host university or to another institution abroad is formally conditional upon
 - a) an application for academic mobility,
 - b) the contract on academic mobility,
 - c) the confirmation of results.
- (8) The contract on academic mobility is concluded between the student, the sending university and the host university or by another institution abroad even before the student starts academic mobility.
- (9) The results of completed mobility are based on documents from the host university, or of another institution abroad (e.g. list of completed courses and their evaluation) recognized in accordance with the mobility agreement and the terms and conditions of the programme within which the given academic mobility was implemented.

Article 15

Enrolment to study

- (1) By notification of the decision on admission to study according to § 58 section 7 of the Act on Higher Education, the applicant has the right to enrol for studies. The university or faculty will determine the date, place, and method of registration for the accepted applicant and will notify him/her.
- (2) The Dean of the faculty decides on the form, conditions, and dates of registration. The published dates and registration forms are binding and must be published on the faculty's website at least two months before the start of the academic year in which the study is to begin.
- (3) If registration takes place in person, the student is obliged to participate in the registration in person (can be represented by an authorized person with an officially verified signature).

- (4) Student has the obligation to:
 - a) pay the fees associated with the study before enrolling in the study,
 - b) pay the tuition fee in the part-time form of study before enrolling in the study and pay the tuition fee in the full-time form of study by the due date. The amount of tuition fees and due dates are specified in the Dean's decision.
 - c) validate the student card at the university terminal within 24 hours after receiving the card and annually after receiving/after affixing the validation stamp,
 - d) submit a certificate of vaccination against viral hepatitis type B, so that at the time of starting practical tuition, he/she has received at least two doses of the vaccine²¹
- (5) The study department of the faculty is responsible for the preparation and course of enrolment process.
- (6) The applicant becomes a student of the university on the day of enrolment. From the day of enrolment, the student acquires all the rights and obligations of the student as established by the Act on Higher Education and the internal regulations of the university and the faculty.
- (7) The right of an applicant who has been conditionally admitted to the course of study to be enrolled shall expire if he/she does not demonstrate fulfilment of the basic conditions for admission no later than on the day designated for enrolment. Article 20 of this Study Order applies to the conditions for enrolment in the next period of study.
- (8) The faculty has the right to request information from the accepted applicant as to whether he/she will enrol for studies. The applicant is obliged to provide such information to the faculty by the deadline specified by the faculty at the latest. Otherwise, the applicant's right to study will expire.

Article 16

Study programme and course

- (1) A study programme is a set of courses that consist of educational activities, which are mainly lecture, seminar, exercise, practical tuition, internship, project work, laboratory work, excursion, final work, state exam and their combinations. The set of rules is compiled in such a way that the successful completion of these educational activities while observing the stated rules allows one to obtain a higher education. The study programme is compiled in such a way that it is possible to complete academic mobility or to gain experience corresponding to academic mobility.
- (2) Part of the study according to each study programme is also the final thesis, which together with its defence forms one complete course. The defence of the final thesis is one of the courses of the state exam.
- (3) Courses included in the study programme according to the obligation to complete them, are divided into,
 - a) compulsory - their successful completion is a condition for successful completion of part of the study or the entire study programme,
 - b) compulsory elective – the condition for successful completion of a part of the study or the entire study programme is the successful completion of a specified number of these courses according to the student's choice in the structure determined by the study programme,
 - c) elective - other courses that the student can enrol in to supplement his/her studies.
- (4) Courses included in the study programme are divided according to continuity into
 - a) courses conditional on successful completion of other courses; enrolment in such a course is conditional upon successful completion of another course (conditional course) or other courses,

²¹ § 7 section 2 letter e) of the Decree of the Ministry of Health of the Slovak Republic No. 585/2008 Coll, as amended

- b) unrelated courses; enrolment in such a course is not conditional on completion of another course.
- (5) The study programme in the form of full-time study is compiled so that the number of hours of courses of study programme per week does not exceed the established limits, except for regulated professions. The study programme is compiled in the daily form of study in such a way that, as a rule, it does not prescribe more than six compulsory exams per semester. These restrictions do not apply to external study, individual study, study of two study programmes at the same time, study of compulsory elective courses and elective courses and differential examinations.
 - (6) No changes are made in the study programme during the semester.
 - (7) Student participation is mandatory in all prescribed courses of the study programme, the scope of participation is specified in the course information sheet. Courses of a practical nature, exercises, internships, practical tuition, the student must complete in full.
 - (8) It is possible to make video and audio recordings (take photos, make a video, use a Dictaphone, record sound on a phone) during the pedagogical process or make copies of presentations and tests in the Microsoft Teams application only with the permission of the university teacher.
 - (9) If a student misses a part of a compulsory/compulsory elective course, the university teacher can determine an alternative method of study based on the student's reasoned written request, submitted within 3 working days of the end of the absence. The student must hand over the request and attachments to excuse non-participation to the teacher and the study officer, who will archive them in the student's folder. The application must be accompanied by a relevant confirmation of the reason for the absence (e.g. from a doctor, notary, police, etc.) The student must apply in writing for the replacement of missed practical lessons according to the faculty's instructions.
 - (10) Given the nature of the course and the extent of the student's non-participation, the university teacher of the relevant course may decide not to pass the course or not to allow the examination. Based on the student's request, the Dean decides on the next procedure.
 - (11) The study programme in the field of study, the completion of which provides the university education required as part of the professional qualification for the performance of the medical profession, is carried out in accordance with the Regulation of the Government of the Slovak Republic no. 296/2010 Coll. on professional competence for the performance of the medical profession, the method of further education of health workers, the system of specialized fields and the system of certified work activities, as amended.
 - (12) A complete part of the tuition a course lasting one semester is referred to as a "course". If the given course is divided into several "courses" in the study programme, consecutive courses are marked with a sequential number (course 1, course 2, etc.).
 - (13) Each course is identified by its code and name and is designed as a one-semester course. Basic data on the nature of the course are given in the information sheet of the course.²²

Article 17

Organisation of the academic year

- (1) The academic year begins on September 1 of the current year and ends on August 31 of the following year. The academic year is divided into a winter semester, a summer semester, and a vacation period. The schedule of the academic year at the SMU is determined by the Rector.
- (2) The schedule of studies at the faculty for the coming academic year is determined by

²² Decree of the Ministry of Health of the Slovak Republic No. 614/2002 Coll. on the credit system of study, as amended

the Dean; this timetable is binding for the entire academic community.

- (3) In special cases arising due to an extraordinary situation, state of emergency or exceptional state, the Dean may, with the prior written consent of the Rector, adjust the study schedule at the faculty.²³
- (4) The semester lasts at least 12 teaching weeks and at most 16 teaching weeks, followed by a minimum 4-week examination period. If the semester includes continuous practical tuition following the teaching weeks, the minimum 4-week examination period begins only after the end of this continuous practical tuition. The Dean can adjust the number of teaching weeks differently for students in the last year of study in the summer semester. The summer vacation practice (if it is included in the study programme) takes place only after the end of the examination period in the summer semester. The Dean of the faculty may, for reasons worthy of special attention, based on a student's written request, allow summer vacation practice to be carried out after successfully passing all exams and obtaining the prescribed interim evaluations.

PART FOUR CREDIT SYSTEM OF STUDY

Article 18

Principles of the credit system of study at the University

- (1) The organization of study programmes and forms of study is based on the credit system.
- (2) 1 credit corresponds to 25 hours of theoretical tuition or 30 hours of practical tuition. The length of one lesson is 50 minutes.
- (3) Each course has an assigned number of credits in the study programme, which the student will receive after successful completion. The number of credits assigned to the course expresses the proportional part of the student's work necessary for its successful completion within the standard scope of work for one academic year.²⁴
- (4) A student can receive credits for a course only once during his/her studies.²⁵
- (5) In the study programme, additional control stages of study may be determined after each semester. The condition for continuing studies in the summer semester of the relevant academic year for study programmes in the full-time or part-time form of study is the acquisition of at least 20 credits. Otherwise, after the end of the examination period for the winter semester, the student is excluded from studies for failure to meet the requirements according to Article 29, paragraph 1 letter c) of this Study Order.
- (6) If the student does not finish his/her studies by the deadline determined according to § 65 section 2 of the Act on Higher education, his/her studies will end at the end of the academic year in which the student was supposed to finish his/her university studies.

Article 19

Accumulation of credits

The accumulation of credits means the counting of credits obtained for successfully completing courses during the time the student was enrolled in one study programme. Credits

²³ § 108e of the Higher Education Act

²⁴ § 4 section 1 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll., as amended

²⁵ § 4 section 2 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll., as amended

earned are counted within²⁶:

- a) the study programme in case of its proper completion (§ 65 of the Act on Higher Education),
- b) a part of a study at another faculty of the university,
- c) within a part of the study at another university in the Slovak Republic or at a university abroad formally secured by the requirements for the transfer of credits according to Article 23 of this Study Order.

Article 20

Enrolment to the next part of studies

- (1) For enrolment in the next part of the study programme²⁷ the student has the right if he/she has fulfilled the conditions determined by the study programme or this Study Order. The provisions of Article 15 of this Study Order apply accordingly.
- (2) Part of the registration is the continuous control of the study, during which the possibility of the student's advancement to the next period of study is ascertained.
- (3) By enrolling, the student determines which part of the duties prescribed by the study programme he/she wants to complete in the following period of study to which the enrolment applies (semester or academic year).
- (4) The student enrolls in courses in such a way that the number of credits he/she can obtain by successfully completing them is sufficient in a given period to fulfil the condition for continuing his/her studies.
- (5) The student is obliged to check the correctness and completeness of the assessments entered in the MAIS after the completion of the last study obligation (provision of interim assessment or passing the exam) in the semester (by the end of the examination period of the relevant semester at the latest). If he/she discovers a discrepancy, he/she is obliged to notify the teacher immediately.

The student can be enrolled in the next part of the study after fulfilling the following conditions:

- a) by completing the previous part of the study in accordance with the study plan of the relevant study programme,
 - b) by checking and making changes to the student's data (e.g. personal data, consent to providing data to another system, etc.),
 - c) by validation of the student ID card for the current academic year (this action is the final part of the enrolment and is performed only after the successful completion of the previous actions).
 - d) by paying stipulated fees, which are regulated by the internal regulations of the SMU.
- (6) If the student does not appear for enrolment for the next period of study or does not appear for re-enrolment after interruption of studies, the Study Department of the faculty will invite him/her in writing to appear for enrolment within ten working days from the delivery of the invitation. If the student does not appear for enrolment within the specified deadline after receiving the invitation, nor does he/she request an extension of the deadline for serious reasons, his/her studies are considered to have been abandoned on the day of the alternative registration date.
 - (7) The faculty determines the recommended study plan for each study programme. The study plan is compiled in such a way that by completing it, the student fulfils the conditions for successful completion of studies within the standard length of study corresponding to the study programme.
 - (8) If a student has failed a compulsory course - except for practical tuition courses – he/she can, based on a written request, re-enrol in a maximum of two courses in the following

²⁶ § 4 section 3 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll., as amended

²⁷ § 70 section 1 letter c) of the Higher Education Act

year. A written request for repeated enrolment of a compulsory course is submitted to the Dean of the faculty through the Study Department of the faculty no later than 10 days after the end of the examination period in the summer semester. The Dean of the faculty must respond to the student's request in writing before the start of enrolment at the latest. After the end of enrolments, the Study Department will notify the relevant Pedagogical departments of the list of students to whom the Dean of the faculty has allowed repeated enrolment in the course. This does not apply to the Diploma Thesis course.

- (9) In the case of repeatedly enrolled compulsory courses, the student has the right to a regular term and one correction term. A student can repeatedly enrol in the same course only once. The remedial exam in a repeatedly enrolled compulsory course is held before a two-member committee.
- (10) After the second unsuccessful attempt to pass the compulsory course, the student is expelled from the studies.²⁸
- (11) With the written consent of the Dean, a student may repeatedly enrol in a compulsory elective course that he has passed unsuccessfully during his studies, or he may enrol in another compulsory elective course instead. After the second unsuccessful attempt to complete the elected compulsory elective course, the student is expelled from the studies.²⁹
- (12) With the written consent of the Dean, the student may repeatedly enrol in an elective course that he/she has passed unsuccessfully during his/her studies, or he/she may instead enrol in another elective course or a compulsory elective course from among the compulsory elective courses not completed so far. 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, after the second unsuccessful attempt to complete the selected elective course, he/she is expelled from the study.³⁰
- (13) The student is obliged to complete repeatedly enrolled courses no later than September 30 of the given academic year. If the repeated courses are not successfully completed, the student is expelled from the studies according to the Higher Education Act.

Article 21

Assessment of learning outcomes

- (1) The evaluation of the student's study results within the study of the course is mainly carried out:
 - a) by continuous evaluation of study results during the tuition part of the given period of study (control questions, written tests, assignments for independent work, term papers, reports for seminars, practical performances, etc.),
 - b) by the exam for the given period of study,
 - c) by evidence of participation in compulsory forms of tuition.
- (2) Through MAIS, the faculty publishes a course information sheet for each course in the Slovak language and in English.
- (3) The study of the course is completed
 - a) by course exam or
 - b) by successful completion of conditions set out in the information sheet of the relevant study course and obtaining the prescribed number of credits.
- (4) The criteria for evaluating the successful completion of a study course and obtaining the prescribed number of credits are established in the course information sheet.
- (5) Notification of dates for exams in individual courses and recording final evaluations from exams and interim evaluations is mandatory for university teachers, and registering for

²⁸ § 66 section 1 letter c) of the Higher Education Act

²⁹ § 66 section 1 letter c) of the Higher Education Act

³⁰ § 66 section 1 letter c) of the Higher Education Act

- exams is mandatory for students. Failure to fulfil these obligations is considered an offense by the student against the discipline and internal regulations of the faculty and university and a violation of work discipline by the university teacher.
- (6) If the course is completed with an interim assessment and the student has fulfilled all the conditions during the semester, the assessment must be entered into the MAIS after the last practical exercise/seminar. If the student does not fulfil all the set conditions due to objective, serious reasons documented by adequate confirmation (excuses for absence from classes are entered in the student's file according to Article 16, paragraph 9) and he/she is assigned a substitute task, the assessment is entered into the MAIS system after the set conditions have been met, at the latest however, until the end of the examination period of the relevant semester. In the case of practical tuition, no later than August 25 of the current calendar year.
 - (7) The course examination usually takes place during the examination period of the semester in which the student completed the study course, no later than the end of the relevant academic year. A student can register for a maximum of one exam per day during the exam period.
 - (8) The respective teacher, in exceptional cases a teacher authorized by the Head of the Pedagogical Department, registers the assessment in MAIS. The teacher is obliged to hand over the printed and signed report of the final evaluation of the study course (exams) or the report of the interim evaluation of the study course to the Study Department within 5 days from the end of the examination period of the relevant semester.
 - (9) The detailed method of control of the course of study course as stated in its information sheet, the dates and the method of evaluation of the control of the course of study course must be announced by the university teacher at the beginning of the semester and it is not possible to change it during the semester or after the end of the tuition. The conditions for evaluating and completion of the course are listed in the course information sheet. The information sheet of the course indicates the form of assessment and the conditions for obtaining individual classification levels of assessment (in accordance with Article 21, sec. 11 and sec. 12 of this Study Order).
 - (10) The exam is evaluated only by the examiner, the teacher teaching the course or the examination board appointed by the Dean.
 - (11) The student has the right to request that the last remedial date of the examination be carried out in the commission form of the examination; this also applies to the written form of assessment. When re-enrolling the course, the student can apply for a commission-based form of examination even in the regular term. The student submits a written request for a commission form of examination, stating the reasons, to the Dean; the application must be submitted no later than five days before the last day of the relevant examination period. The Dean, on the proposal of the study programme guarantor, appoints an examination committee of at least three members; the chairman of the examination board is usually the teacher of the given course. The commission form of examination can be carried out even without a student's request.
 - (12) Every student has the right to be informed about the evaluation of his/her exam, about mistakes and the correct solution.
 - (13) Grading is carried out according to the classification scale, which consists of six classification grades.
 - a) A – excellent (excellent results: 100% - 94%) = 1,
 - b) B – very good (above average results: 93% – 89%) = 1,5,
 - c) C – good (average results: 88% – 82%) = 2,
 - d) D – satisfactory (acceptable results: 81% - 77%) = 2,5,
 - e) E – sufficient (results are fulfilling minimum criteria: 76% - 70%) = 3,
 - f) FX – un-sufficient (results are not attaining minimum criteria: 69% and less) = 4.³¹

³¹ Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on credit system of study

- (14) A student will receive credits for a study course if his/her results have been evaluated with one of the classification grades from A to E. The faculty may decide for selected study courses not to be evaluated by a grade and to determine other criteria for their successful completion as conditions for obtaining credits.
- (15) A weighted academic average is used to evaluate the student's overall academic results in a defined period. It is calculated by adding up the products of the number of credits and the numerical evaluation according to sec. 13 of this article for all study courses enrolled by the student and dividing the result by the total number of credits for enrolled courses by the student for the given period. A grade of 4 is included in the weighted academic average for study courses that the student enrolled in and did not complete. Study courses that are not evaluated with a grade are not included in the calculation of the weighted academic average.
- (16) Exam dates will be announced by the university teacher after agreement with the students at least two weeks before the beginning of the exam period in sufficient quantity and dispersion. Exam dates must be posted in MAIS. The student registers for the designated dates in MAIS according to the instructions of the university teacher. The student is obliged to register at least 1 term for the given course in the given exam period. If the student does not do so, after the end of the exam period, the evaluation of the FX course will be automatically recorded (with the date of the last written exam date). The student is obliged to re-enrol the course for which he/she did not pass the exam according to Art. 20 sec. 8, 11 and 12.
- (17) If the student failed the exam, he/she is entitled to two remedial dates.
- (18) The dates of make-up exams are determined by the examiner in the exam period of the relevant semester in sufficient quantity and dispersion.
- (19) When re-enrolling a course, the student has the right to one regular exam date and one remedial exam date. Dates for re-enrolled courses must be listed in sufficient quantity and dispersion so that the gap between the regular and remedial dates are at least two days.
- (20) For the remedial exam date for a repeatedly enrolled course, the Dean of the faculty appoints a committee of at least two members based on the examiner's request.
- (21) The examiner, the teacher providing the tuition of the course, are obliged to enter in the MAIS the evaluation of the study results of the study course within 3 working days at the latest.
- (22) If in the course for which a student is enrolled there is no record of his/her evaluation due to failure to meet the conditions specified in the course information sheet is graded as failed and the Study Department of the faculty enters the FX/failed evaluation into the MAIS if 5 days have passed since the end of the exam period.
- (23) Examinations are held in the following periods: in the case of non-block tuition (teaching is not organized in individual blocks) only in the examination period. In the case of block teaching, exams are held after its end or during the exam period.
- (24) Exams for block-taught courses take place on the days specified in the course's timetable. If the exam was not held according to the specified date in the class schedule, the exam can only be held in the regular exam period. If, for any reason, the student did not attend on the specified date, he/she may take the exam only in the regular exam period.
- (25) Preparation for taking exams after block tuition is not a reason to excuse the absence of compulsory tuition.
- (26) If practical exercises, seminars, or internships are held in the relevant course, their completion is a condition for conduction evaluation and a condition for holding an exam. The department or institute providing the tuition may not examine a student who has not completed the tuition.

Article 22

Recognition of credits

- (1) Credit recognition is a process through which the institution confirms that the educational results achieved and evaluated at another institution meet (some or all) the requirements of a certain program, its component or qualification.³²
- (2) The recognition of higher education periods and parts of prior education is transparent, consistent, and reliable and is in line with the generally binding regulations and principles of the Convention on the Recognition of Qualifications Related to Higher Education in the European Region in order to support student mobility.³³
- (3) Credits obtained within the framework of studies at the SMU faculty, another university in the Slovak Republic or at a university abroad are recognized by the SMU for the student based on a statement of study results, which is prepared for the student by the SMU faculty or the university where the credits for which the student requests to be recognized, acquired. The statement of study results becomes part of the student's personal study documentation kept at SMU.
- (4) According to sec. 3 of this article, a student may apply in writing to the dean of the faculty only for the recognition of credits from duly completed years, since graduation no more than:
 - a) 3 years in bachelor study programmes,
 - b) 2 years in master's study programmes,
 - c) 6 years in doctoral study programmes.
- (5) The time that has passed since the acquisition of the credits that are requested to be recognized is counted from the date of successful completion of the course to the date of enrolment for studies.
- (6) The student submits an application for the recognition of acquired credits mentioned in sec. 3 of this article by July 31.
- (7) The credits mentioned in sec. 3 of this article can only be recognized from duly completed years and if they are part of the study according to the current study programme as compulsory courses or compulsory elective courses or are equivalent in content to compulsory courses or compulsory elective courses in the study according to the current study programme.
- (8) Completion of state exams cannot be recognized.
- (9) Credits obtained in a previous bachelor's level cannot be recognized in the master's level of study.
- (10) Credits obtained in a study that was duly completed and for which an academic degree was awarded cannot be recognized.
- (11) The application for recognition of credits for the entire period of previous studies is submitted on the prescribed form (Appendix 1) to the Dean of the faculty only once. With the application, the student is required to submit:
 - a) list of courses for which credits obtained are requested to be recognized.
 - b) information sheet of the course for which credits are requested, which is confirmed by the official stamp of the university where the credits were obtained,
 - c) statement of study results, confirmed by the university.
- (12) Incomplete applications will not be considered. The SMU has no obligation to ask the applicant to complete documents which are considered as incomplete.
- (13) Processing of applications for credit recognition is administratively ensured by the study Vice dean at the relevant faculty.
- (14) The Dean of the faculty decides on the recognition of credits. The Dean of the faculty may request the opinion of the guarantor of the relevant course, for the recognition of these

³² https://education.ec.europa.eu/sites/default/files/document-library-docs/ects-users-guide_sk.pdf

³³ Art. 5 of the SAAHE Standards for the Higher Education Internal Quality Assurance System

- credits that the student is applying for.
- (15) The guarantor is obliged to indicate in his/her opinion whether the content of the completed course fully corresponds to the content of the course, for the recognition of credits that the student is requesting, or not. At the same time, he/she will state his/her recommendation to recognize or not recognize the earned credits.
 - (16) The Dean of the faculty will decide on the recognition of credits for the entire period of previous studies by the beginning of the tuition part of the winter semester of the academic year at the latest. The decision on recognition of credits contains a justification and is delivered to the student personally. The Dean can decide on the recognition of credits with the imposition of the obligation to complete different courses, if this is stated in the opinion of the guarantor. The decision of the Dean of the faculty on credit recognition is final and cannot be challenged.
 - (17) For students whose credits from previous studies have been recognized, the Diploma Supplement shall include, in addition to the mandatory items, a record of recognized credits and the name of the university where the recognized credits were obtained.

Article 23

Credits transfer

- (1) Credit transfer is a process where credits awarded in one context (study programme, institution) are recognized in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from one institution to accumulate in another level programme offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties or departments can conclude contracts that guarantee automatic recognition and transfer of credits.³⁴
- (2) The formal requirements for the transfer of credits are the completion of a part of the study at another university, which is formally conditional upon³⁵
 - a) application for study exchange, the sample of which is given in Annex no. 2 of the Decree on the credit system,
 - b) the study contract, the model of which is given in Annex no. 3 of the Decree on the credit system,
 - c) a statement of study results, the sample of which is given in Annex no. 4 of the Decrees on the credit system.
- (3) The study contract is concluded between the student, the sending university and the host university before the student enters the host university.³⁶
- (4) Courses completed at the host higher education institution are recognized by the sending higher education institution for the student based on the statement of study results, which the host higher education institution prepares for the student at the end of his/her studies. The statement of study results becomes part of the student's personal study documentation maintained by the university.³⁷

³⁴ https://education.ec.europa.eu/sites/default/files/document-library-docs/ects-users-guide_sk.pdf

³⁵ § 7 section 1 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on credit system of study, as amended

³⁶ § 7 section 2 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on credit system of study, as amended

³⁷ § 7 section 3 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on credit system of study, as amended

PART FIVE

STATE EXAMS AND RIGOROUS EXAMS

Article 24

Principles of conduction of state exams and rigorous exams

- (1) The faculty conducts in the relevant fields of study:
 - a) state exams in the bachelor's study programme, master's study programme and doctoral study programme; part of the state exam is a practical exam (if the study programme requires it), an oral exam or a written exam,
 - b) rigorous examinations and defences of rigorous theses; the details of the rigorous procedure and the rigorous examination are regulated by the internal regulations of the faculty that conducts the rigorous procedure.
- (2) Successful completion of the state exam is a condition for successful completion of each study programme. The state exam will be conducted before the examination board. The course of the state exam and the announcement of its results are public. The examination board's decision-making on the results of the state exam will take place at a closed session of the examination board. The same conditions and procedure also apply to the conduct of rigorous examinations. The student is obliged to submit the application form for the state examination in the academic year to the study department of the faculty in the bachelor's and master's study programmes by the end of April at the latest, in the doctoral study programme by the enrolment in the 6th year at the latest after fulfilling the prescribed study obligations.
- (3) If the student could not take part in the state exams for demonstrably serious reasons, he/she is obliged to apologize in writing to the Dean of the faculty no later than 3 working days after the date of the state exams (part of the apology is a relevant confirmation of absence, e.g. from a medical practitioner, notary, police, etc.). If the Dean of the faculty accepts the student's apology, he/she will set an alternative date. The mentioned fact is recorded in the "Record of State Examinations". Unexcused non-participation of a student in state exams or non-acceptance of an excuse by the Dean of the faculty is the reason for the final evaluation of the state exam with grade "FX".
- (4) A student can take the state exam after meeting the conditions set by the study programme:
 - a) successfully completes all prescribed compulsory courses (except for the state exam),
 - b) successfully completes compulsory elective courses in the composition determined by the study programme,
 - c) submits the final thesis,
 - d) has settled all financial obligations towards the faculty and the university,
 - e) no disciplinary proceedings are being conducted against him/her.
- (5) The dates of the state examination are set by the Dean of the faculty in accordance with the study schedule.
- (6) Only university teachers working in the functional position of professor and associate professor and other experts approved by the relevant Scientific Council of the faculty have the right to examine in the state examination and in the rigorous examination; if it is a bachelor's study programme, also a university teacher working in a functional position as a professional assistant with a third-level university education has the right to examine too.
- (7) The composition of the examination commission for conducting the state examination is determined by the Dean from the persons authorized to examine according to paragraph 6 for study programmes conducted at the faculty. Prominent experts in the given field of study from other universities, from legal entities carrying out research

and development in the territory of the Slovak Republic or from practice are usually included in the examination commissions for conducting state examinations. At least two members of the examination commission for state examinations are university teachers working in the position of professor or associate professor; if it is a bachelor's study program, at least one university teacher working as a professor or associate professor.

- (8) The composition of the examination board for conducting a rigorous examination is determined by the Dean from among the persons authorized to examine according to paragraph 6 for study programmes conducted at the faculty.
- (9) The examination commission for conducting the state examination has at least four members and is governed by the Act on Higher Education. The Chairman of the examination commission is a university teacher in the position of professor or associate professor.
- (10) Remedial dates for state exams, as well as final thesis defences, are set by the Dean only after all regular dates listed for the current academic year have been completed as follows:
 - a) The 1st remedial date is determined by the Dean so that in doctoral studies the time gap between the last regular state exam date in June and the 1st remedial date is at least 14 days,
 - b) The 1st remedial date is determined by the Dean so that in bachelor's and master's studies, the time gap between the regular state exam date and the 1st remedial date is at least 14 days in the case of an unsuccessful practical and theoretical part of the exam,
 - c) The 1st remedial date of the state exam, if the student has not defended the final thesis, the Dean will determine it only in the following academic year in accordance with the valid schedule of state exams,
 - d) The 2nd remedial deadline is set by the Dean in accordance with the valid schedule of state exams,
 - e) the Dean of the faculty can only determine the replacement date of the state exams for the following academic year.
- (11) The Faculty of Medicine shall determine the organization of state examinations in a special internal regulation of the faculty.

Article 25

Final thesis and the defence of final thesis

- (1) The final thesis is:
 - a) bachelor's thesis in the bachelor's study programme,
 - b) diploma thesis in a master's study programme or a doctoral study programme,
 - c) rigorous thesis,
 - d) dissertation thesis in the doctoral study programme.
- (2) The method of processing the final thesis in terms of formality and content is determined by the university's internal regulations.³⁸
- (3) Tutors³⁹, opponents and topics of final theses are approved by the Dean of the faculty. The opponent can be a university teacher or a practitioner with the required level of education.⁴⁰

³⁸ Directive of the rector of the SMU on the requirements of final and qualifying theses, their bibliographic registration, control of originality, storage and pm access to them

³⁹ Guidelines of the SMU on the workload of teachers and pedagogical activities

⁴⁰ Article 6 par. 5 of the SAAHE Standards for the study programme, Internal regulations of the SMU - Rules for selecting teachers of individual study programme courses and approving thesis supervisors and thesis tutors at

- (4) The topic of the final thesis and the instructions for its elaboration are given by the tutor in MAIS. The student applies for the topic of the final thesis through MAIS in the first stage of study no later than the end of the study part of the summer semester of the academic year, which precedes the academic year in which he/she should properly finish his/her studies, in the second level of study no later than the end of the study part of the winter semester of the academic year, which precedes the academic year, when he/she should properly finish his/her studies, in the combined I. and II. level no later than March 31 of the current year in the 4th year of doctoral studies. The final thesis is prepared by the student under the guidance of the thesis tutor.
- (5) The student enters the thesis into the central register of final theses through the MAIS only after the work has been approved by the tutor and then submits it to the Study department of the faculty on the set date determined in the schedule of the given academic year of the faculty. The deadline is binding for the student.
- (6) If, with the consent of the university or faculty, the final thesis is written and defended in a language other than the state language, it includes an abstract and a summary in the Slovak language.
- (7) The tutor prepares a written evaluation of the final thesis (tutor's report) in the MAIS, which also includes the evaluation of the final thesis on the A to FX scale.
- (8) The final thesis is evaluated by the opponent. The opponent prepares a written assessment (opponent's assessment) for the final thesis in MAIS, which also includes an assessment of the final thesis on the A to FX scale.
- (9) The examination committee will allow the defence of the student's final thesis to be carried out only after submitting information from the Central Register of final, rigorous and habilitation theses on verification of the degree of originality of the final thesis. The condition for admission to the defence of the final thesis is, except in the cases according to § 63 section 11 of the Act on Higher Education, the student's consent to publishing and making the final thesis available to the public according to § 63 section 9 of the Act on Higher Education for the period of its storage according to § 63 section 7 of the Act on Higher Education without the right to remuneration.
- (10) The student who elaborated the final thesis has the right to familiarize himself/herself with the evaluations for the thesis (with the evaluation of the supervisor of the final thesis and the opponent) no later than 3 working days before the defence (via MAIS).
- (11) The final thesis together with its defence form one course. The defence of the final thesis is one of the state exams.
- (12) The result of the defence of the final thesis is evaluated with classification grades A to FX.
- (13) If the supervisor of the final thesis or the opponent are not members of the commission, they may be invited to defend the thesis and have the right to express themselves during its evaluation.
- (14) The student has the right to participate in the defence of the final thesis even if the evaluation in the assessment of the tutor or opponent of the final thesis is FX. If the student's final thesis is graded FX, the participation of the tutor and the opponent of the final thesis at the defence is usually mandatory.⁴¹ The student does not have the right to participate in the defence of the final thesis if the evaluation in the assessment of the tutor and the opponent of the final thesis is FX.
- (15) The final thesis may be written in Slovak or Czech, if the Dean agrees, or in another language, usually English. In the case of a foreign language thesis, this thesis must also contain an abstract in the Slovak language and a summary in the Slovak language to the extent of 10% of the entire thesis.
- (16) The final thesis must be the original result of the student's own and independent activity.

the SMU

⁴¹ Directive of the Rector of the SMU on the requirements of final and qualifying theses, their bibliographic registration, control, originality, storage and access to them

The final thesis must not unlawfully interfere with the rights or legally protected interests of third parties, in particular it must not violate the intellectual property rights of a third party or improperly deal with classified facts or personal data, confidential information or trade secrets of a third party.

- (17) If a student/participant of a rigorous procedure submits a final thesis which, due to his/her culpable conduct, is not at least partially the result of his/her own and independent activity, he/she commits academic fraud; this does not affect the right of the student/participant in the rigorous procedure to use information, materials and other objects whose origin or source is indicated in the relevant thesis “
- (18) Article 25 applies appropriately to rigorous thesis.

Article 26

Assessment of the state exam and the rigorous exam

- (1) The result of the state examination in the first, second and third level is evaluated by the classification scale of the credit system. If the state exam consists of several components, each component is evaluated separately. If one of the components of the state exam is evaluated with the grade "FX - inadequate", the overall evaluation of the state exam results is "failed". The result of the rigorous exam is evaluated as "pass/fail“.
- (2) The student may proceed to the defence of the final thesis only after the degree of its originality has been verified in the Central Register of final, rigorous and habilitation theses.⁴²
- (3) The degree of originality of the final thesis based on information from the Central Register of final, rigorous and habilitation theses on verification of the degree of originality of the final thesis is evaluated by the examination committee in accordance with the internal regulation⁴³.
- (4) The student can proceed to the defence of the final thesis only after successfully completing the practical part of the state exam, if this forms part of it. The student can proceed to the theoretical part of the state exam only after successfully defending the final thesis. A student whose final thesis defence result was "FX - insufficient" can take the theoretical part of the state exam only after the successful defence of the final thesis on an alternate date determined by the Dean. This provision applies appropriately to the Faculty of Medicine, the faculty proceeds according to the faculty's internal regulations.
- (5) In the case of the classification of the results of the state exam with the grade "failed", the student can repeat the state exam from the parts from which he/she received the rating "FX - inadequate".
- (6) It is possible to repeat the state exam or the course of the state exam no more than twice before the deadline that follows from Art. 29 sec. 1 letter b).
- (7) In the academic year in which the student wants to take the state exam, the student is obliged to enrol for studies no later than February 15 (regular calendar year) and submit an application for the state exam to the Study department of the faculty. For an extended standard length of study and for taking a state exam in an above-standard length of study, the student is obliged to pay a fee according to the internal regulations of the SMU⁴⁴. If the student has an interrupted study in accordance with Art. 27 section 4, the total duration of the interruption may not cumulatively exceed two years in the full-time form of study, except for the interruption due to parental leave and three years in

⁴² § 63 section 7 and section 8 of the Higher Education Act

⁴³ Directive of the Rector of the SMU on the requirements of final and qualifying theses, their bibliographic registration, control of originality, storage and access to them í

⁴⁴ Directive on tuition fees and fees associated with studying at the Slovak Medical University in Bratislava and other fees charged by the Slovak Medical University in Bratislava

the part-time form of study. This provision applies appropriately to the Faculty of Medicine of the SMU.

- (8) The overall assessment of the results of the state examination is determined by the examination commission in accordance with the Decree on the credit system of study according to the table (according to the line with the best assessment, which corresponds to the partial results of the final examination):

State exam	Overall assessment
A, max. one part B	A
A or B, max. one part C	B
A, B, or C, max. one part D	C
A, B, C or D, max. one part E	D
A, B, C, D or min. two parts E	E
FX= insufficient	Failed

- (9) Overall assessment of successful graduation of study is evaluated as
- Passed with honours,
 - Passed.
- (10) The grade "passed with honours" is given to a student if his/her weighted academic average for the entire course is not higher than 1.20 and he/she achieved the overall result of the state exam "A". In other cases, the student is evaluated with the grade of "passed".
- (11) A student who has not taken the state exam by the end of the academic year in which he/she was supposed to finish his/her studies must apply to the Dean of the faculty by August 31 (of the relevant academic year) to interrupt his/her studies.
- (12) The Rector of the university will decide on the invalidity of the state exam, or its part, and on the invalidity of the rigorous exam, or its part, in accordance with the provisions of the Act on Higher Education.⁴⁵
- (13) Article 26 applies appropriately to rigorous/doctoral examinations.

PART SIX CHANGES TO THE STUDY

Article 27

Interruption of studies

- (1) Dean may authorize the interruption of studies based on a justified written request of the student for an entire part of the study (semester, academic year). In case of disputable applications, the Dean may request the opinion of persons relevant to the assessment of the reasons for the student's application. The Dean interrupts the study by decision, in which he/she determines the start date and the end date of the interruption of the study according to sec. 3 to 5 within 30 days from the date of receipt of the application. The Dean will reject the student's application for interruption of studies according to sec. 2 within 30 days from the date of receipt of the request. The decision to approve or reject the student's application for interruption of studies is delivered to the student's own hands.
- (2) The dean will not allow the interruption of studies to a student who has not fulfilled the obligations of the due tuition and fees associated with the study, or to a student who has not provided documents confirming the justification of the application to the written application for interruption of studies.

⁴⁵ § 108f section 1 and 2 of the Higher Education Act

- (3) The student is obliged to immediately notify the Dean of her pregnancy in writing and submit an application for interruption of studies or an application for an individual study plan. The study will be interrupted if the study programme includes a study course in which work is carried out, which is prohibited to pregnant women according to a special regulation⁴⁶ or which, according to a medical opinion, endangers her pregnancy and which is prohibited to mothers until the end of the ninth month after giving birth and to breastfeeding women⁴⁷ unless the internal regulations of the faculty stipulate otherwise. (in the sense of article 32, sec. 3 and 6 of this Study Order).
- (4) During the entire course of study, a student may request an interruption of study for a maximum of two years in the full-time form of study, except for interruption due to parental leave and three years in the external form of study, a maximum of twice per study in the study programme.⁴⁸
- (5) The overall period of study at the university in the past, which is not rounded in any way (in years, months, or weeks), is included in the total period of study for the purpose of determining the standard length of study of a student enrolled in the relevant level of higher education. When calculating the standard length of study, it is necessary to take into account individual days.⁴⁹ The period of study interruption is not included in the standard length of study and is recorded in MAIS.
- (6) A student who personally takes care of at least one child may request an interruption of his/her studies for a maximum of 3 years during the entire course of study.
- (7) In connection with childbirth and the subsequent care of a new born child, a student may request an interruption of studies for 34 weeks if she gives birth to one child, or for 43 weeks if she gives birth to two or more children at the same time, usually from the beginning of the sixth week before the expected day of delivery as determined by the respective medical practitioner.
- (8) The Dean is obliged to comply with the request for interruption of studies according to sec. 6 and 7 of this article.
- (9) A student may request to interrupt his/her studies at the earliest after the end of the first semester. This does not apply if the student proves serious medical reasons for interrupting his/her studies with a written confirmation from the respective medical practitioner.
- (10) During the interruption of studies, the student loses the rights and obligations of a university student.
- (11) If a student has an interrupted study during the tuition part of the semester, the enrolment of courses after starting after the interruption is not considered repeated enrolment of the course.
- (12) If a student has interrupted his/her studies in the part of the academic year when there is no teaching and he/she has fulfilled the conditions for the next part of his/her studies, all credits and evaluations obtained up to the date of submitting the application for interrupting his/her studies are recorded. Study duties for which the student received an FX assessment by the deadline for submitting the application for interruption of studies or did not receive any assessment are considered to be repeatedly enrolled when starting after the interruption of studies.
- (13) A final year student who is missing no more than two successfully completed courses may apply to interrupt his/her studies in accordance with sec. 4 and/or 6 of this article. He/She is obliged to enrol in the summer semester of the final year in the following

⁴⁶ § 1 of the Government Ordinance No. 272/2004 Coll., establishing a list of jobs and workplaces that are prohibited for pregnant women, mothers up to the end of the ninth month after giving birth and breastfeeding women, a list of jobs and workplaces associated with a specific risk for pregnant women, mothers up to the end of the ninth month after giving birth and for breastfeeding women and which certain obligations of the employer when employing these women are established

⁴⁷ § 162 of the Labour Code

⁴⁸ § 65 section 2 of the Higher Education Act

⁴⁹ <https://www.minedu.sk/casto-kladene-otazky-k-novele-zakona-o-vysokych-skolach/>

academic year (including payment of tuition fees for exceeding the standard length of study) and obtain the prescribed assessment for repeatedly enrolled courses in the final year by the end of the examination period of the final year. The student is entitled to one regular term and one remedial term.

- (14) It is not possible for a student who has submitted an application to interrupt his/her studies in that part of the academic year when there are no classes and does not meet the conditions for progressing to the next part of the study (he/she is missing more than two successfully completed courses). This does not apply if the student proves serious medical reasons for interruption by means of a written confirmation from the respective medical practitioner.
- (15) A student whose studies were interrupted becomes a student from the day of re-enrolment.⁵⁰
- (16) If during the interruption of studies there is a legislative change in the conditions of study, the new legal regulations apply to the student after his/her re-enrolment for studies. If the study plan according to which the student studied changes during the interruption of studies, in accordance with the relevant study programme, the Dean determines which study obligations the student must fulfil and sets the deadlines for their fulfilment. The Dean can determine the student's obligation to take differential exams within the given period.

Article 28

Proper completion of studies

The study will properly end with graduation according to the relevant study programme. The Date of completion of studies is the day when the last of the conditions prescribed for the proper completion of the study programme is met.

Article 29

Other forms of termination of studies

- (1) The study can also terminate by:
 - a) abandonment of study,
 - b) not completing the study by the specified date (the study according to the study programme may not exceed its standard length by more than two years in the full-time form of study, except for interruptions due to parental leave, the study according to the study programme in the part-time form of study may not exceed its standard length by more than three years),
 - c) expulsion from studies due to non-fulfilment of the requirements arising from the study programme and the study regulations of the university,
 - d) the entry into force of the decision on the invalidity of the state exam or its part within the study of a lower level, if education is at risk in the ongoing study of a study programme of a higher level,
 - e) giving up an academic title awarded after completing a lower-level study programme, if the relevant education is a condition for admission to an ongoing higher-level study programme,⁵¹
 - f) expulsion from studies due to a culpable violation of legal regulations or internal regulations of the university or faculty, or of the public order,
 - g) cancelling the study programme and not accepting the university's offer to continue studying another study programme,

⁵⁰ § 69 sec. 1 of the Higher Education Act

⁵¹ § 66 section 1 letters a) to f) of the Higher Education Act

- h) death of a student.
- (2) The date of finalisation of studies
- a) in the case of abandonment studies or relinquishing an academic title according to sec. 1 letter e) of this article, the day when the university received the student's written statement about abandonment of studies, or received the written notification pursuant to sec. 1 letter e) of this article,
 - b) upon incompleteness of studies on the specified date, the end of the academic year in which the student was supposed to finish his/her university studies,
 - c) in case of expulsion from studies due to non-fulfilment of the requirements arising from the study programme and the study regulations of the university and in case of expulsion from studies due to a culpable violation of legal regulations or internal regulations of the university or faculty, or public order on the day when the decision to exclude from studies took effect,
 - d) upon the entry into force of the decision on the invalidity of the state exam or its part on the day when the decision on the invalidity of the state exam or its part became final,
 - e) in case of cancelling the study programme and not accepting the university's offer to continue studying another study programme, the day on which the university announced the cancellation of the study programme.

Article 30

Abandonment of studies

- (1) A student who wants to abandon his/her studies shall notify the Dean of his/her decision in writing.
- (2) If the student does not appear for enrolment in the next period of study or does not appear for re-enrolment after an interruption, the university will invite the student in writing to appear for enrolment within 10 working days from the delivery of this invitation.
- (3) If, after receiving the invitation, the student does not appear for registration within the specified period and does not even request an extension of this period due to health reasons that prevent him/her from appearing for enrolment, the day on which the student was supposed to enrol for the next period of study, or on which should have re-enrolled, is considered the day the student dropped out. Information about abandonment of studies will be entered in the student's personal study documentation maintained by the university.
- (4) Upon request, the Dean will issue a statement of study results⁵² to a student who has abandoned his/her studies and at the same time state in it that the student has not properly completed his/her studies in accordance with Art. 29 sec. 1 letter a) of this Study Order.

Article 31

Expulsion from studies

- (1) For failure to meet the requirements arising from the study programme, the Dean will exclude from the study a student who has not met the conditions for advancement to the next period of study.
- (2) The Dean may conditionally expel or expel a student from studies at the proposal of the Disciplinary Commission for students in accordance with the Disciplinary Order of the university or faculty.

⁵² § 67 section 5 of the Higher Education Act

Article 32

Individual study plan

- (1) Study according to an individual study plan represents a special organization of study in which the student completes individual educational activities while maintaining the scope and content of the study determined by the curriculum according to the teacher's guidance.
- (2) The student submits an application for an individual study plan to the Dean of the faculty. Only full-time students in the first level, second level and combined first and second levels of study can apply for an individual study plan, part-time students can apply for an individual study plan due to pregnancy and/or part-time students also due to care for a child under 3 years of age.
- (3) The Dean will always allow a pregnant student to study according to an individual study plan due to the personal care of a minor child (a child under the age of 3 who lives with him/her in the same household), an athlete performing elite sports⁵³ and a student with specific needs.⁵⁴
- (4) When applying for permission for an individual study plan, the student shall submit relevant documents proving the fulfilment of the conditions.
- (5) The Dean, based on the statement of the Head of the department/guarantor of the study program, decides on the application according to sec. 2 of this article within 10 days of its delivery. The decision on the individual study plan is delivered to the student in his/her own hands. In the decision on the authorization of the individual study plan, the Dean determines the beginning and end of the duration of the individual study plan.
- (6) The decision also includes an individual study plan, except for the courses of practical tuition and the teaching of profile courses/specific courses, which the student must complete in full as part of the regular teaching schedule.
- (7) An individual study plan spread over 2 academic years will be allowed for a student if the study program includes a study course in which work is carried out, which according to a special regulation is prohibited for pregnant women, mothers up to the end of the ninth month after childbirth and breastfeeding women⁵⁵ or according to a medical opinion, if her pregnancy is at risk. The student is obliged to immediately notify the Dean of this fact in writing. An individual study plan spread over 2 years is considered an above-standard length of study
- (8) The Dean may cancel the study according to the individual study plan if the student does not fulfil the set obligations or ceases to meet the requirements specified in sec. 3 of this article.
- (9) Study in the third level is carried out according to an individual study plan.⁵⁶

⁵³ § 3 letter b) of the Act No. 440/2015 Coll. on sport and on amendment and supplement to certain Acts, as amended

⁵⁴ Annex to the Decree No. 458/2012 Coll. on minimum requirements of the student with special need,

⁵⁵ § 1 of Government Ordinance No. 272/2004 Coll. establishing a list of jobs and workplaces that are prohibited for pregnant women, mothers up to the end of the ninth month after giving birth and breastfeeding women, a list of jobs and workplaces associated with a specific risk for pregnant women, mothers up to the end of the ninth month after giving birth and for breastfeeding women and which certain obligations of the employer when employing these women are established

⁵⁶ § 54 section 3 of the Higher Education Act

PART SEVEN
DOCUMENTS ON STUDY AND DOCUMENTS ON COMPLETION
OF STUDY

Article 33

Documents on study

- (1) Documents on study are:
 - a) Student ID,
 - b) statement of study results,
 - c) record of the clinical practice of the student of the study programme in the health field of study, which he/she carried out under professional supervision during the performance of practical tuition.
- (2) The purpose of using study documents is governed by § 67 of the Act on Higher Education.
- (3) The structure of the data and the technical design of the student ID are governed by the methodological guidelines of the Ministry of Education, Science, Research and Sports of the Slovak Republic.⁵⁷
- (4) On the basis of a special request, the university will issue a statement of study results to the student also in English language.

Article 34

Documents on completion of study

- (1) Documents on the completion of the study program in the field of study are⁵⁸
 - a) university diploma,
 - b) certificate of final state examination,
 - c) diploma supplement.
- (2) Document on completion of a study is also a special document on completion of a complete part of the study, in order to obtain a partial qualification or a full qualification.⁵⁹
- (3) Requirements for documents on completion of studies and the method of handing them over to the graduate are governed by § 68 of the Act on Higher Education.
- (4) Documents on graduation are public documents.
- (5) Documents on completion of studies are issued within 30 days of the proper completion of studies, except in cases where the graduate agrees to the later issuance of these documents.

PART EIGHT
AWARDING OF STUDENTS

Article 35

Academic commendation, Rector's Prize and Dean's Prize

- (1) The Rector of the university may award an academic commendation or the Rector's Prize especially to students who
 - a) passed with honour,
 - b) are successfully involved in professional, research or scientific activities,

⁵⁷ Methodological Guideline of the Ministry of Education and Culture of the Slovak Republic no. 13/2010-R of July 7, 2010 on the data, structure and technical design of the student card

⁵⁸ § 68 section 1 of the Higher Education Act

⁵⁹ § 68 section 6 of the Higher Education Act

- c) represent the university at home and abroad in an excellent manner,
 - d) performed an exemplary act or demonstrated an exemplary civic attitude,
 - e) elaborated a final thesis at a high professional level.
- (2) The Dean may award an academic commendation or the Dean's Award to a student for excellent performance of study duties during his/her studies and to an honoured student in a study programme conducted at the faculty based on the proposal of the relevant Vice dean or the person responsible for the implementation of the study programme, the Programme board, or the Chairman of the State Examinations Committee.
 - (3) Along with the award, the student may also be awarded a financial reward.
 - (4) The proposal for the Rector's Award is submitted to the Rector by the Dean of the faculty based on the proposal of the relevant Vice-dean or the person responsible for the implementation of the study programme, the Programme Board or the Chairman of the State Examinations Committee.
 - (5) The awarding of the Dean's academic commendation is confirmed to the graduate by issuing a certificate, which is signed by the Dean.
 - (6) The Dean's Award is presented to the graduate by the Dean during the graduation ceremony.

Article 36

Students' disciplinary offenses against internal regulations of the university and faculty

- (1) Offenses by university students against discipline and the internal regulations of the university and the internal regulations of the faculty are resolved by the Disciplinary Committee of the university and the Disciplinary Committee of the faculty, if it concerns a student enrolled in the study programme of the faculty. If the faculty does not have an established body that deals with disciplinary offenses of students, the Disciplinary Commission of the SMU also discusses disciplinary offenses of students of the relevant faculty.
- (2) Academic fraud committed by a student or a candidate for a degree is also considered a disciplinary offence.⁶⁰
- (3) To a student who commits an offense against discipline and internal regulations of the university and internal regulations of the faculty, a disciplinary measure may be imposed.
- (4) The activities of Disciplinary Commissions and disciplinary proceedings are regulated by the Disciplinary Order for students and Faculty Disciplinary Order for students.

PART NINE

PROCEEDINGS RELATED TO ACADEMIC RIGHTS AND OBLIGATIONS

Article 37

Commencement of proceedings related to academic rights and obligations of students

- (1) The bodies of the academic self-government of the faculty, in accordance with the Act on Higher Education, have the right to decide on matters related to the academic rights

⁶⁰ According to the Article 12 section 2 of the SAAHE Standards for the Higher Education Internal Quality Assurance System “the Academic fraud is a dishonest action that is contrary to academic integrity and moral standards. It includes plagiarism, cheating on tests, fabrication of research results, recording of fictitious data, omitting unsuitable facts and data, forgery of research, dishonest practices in publishing research results, not declaring conflicts of interest, misusing information gathered during reviewal, fictitious authorship, superficial and poor-quality review, systematic and conscious publishing in predatory magazines and publishing houses,,”

and obligations of students enrolled for studies according to study programmes conducted at the faculty.⁶¹

- (2) The Act No. 71/1967 Coll. on administrative procedure, as amended does not apply for the process and decision making on academic rights and obligations.⁶²
- (3) Proceedings in the matter of expulsion from studies due to failure to meet the requirements arising from the study programme and study regulations begin on the day when the decision on expulsion from studies is issued.
- (4) Proceedings in the matter of changing the form of the study programme, proceedings in the matter of recognition of credits, proceedings in the matter of transfer of credits, proceedings in the matter of permission to interrupt studies and other proceedings begin on the day when the student submitted a justified written application for the issuance of the relevant decision.
- (5) If the application does not contain the necessary data for a decision, the Dean will usually invite the student to complete the application within a reasonable period of time, at least 10 working days, or submit a statement on the facts stated in the application, if the study regulations do not stipulate otherwise in the relevant procedure. If the student does not complete the application within the specified period, the Dean will reject it.

Article 38

Decision content and its delivery

- (1) Decision in proceedings under Art. 37 sec. 4 will be issued by the Dean within 30 days from the date of delivery of the complete application. This deadline does not include the time when the deadline for the student to complete the application or to submit the necessary explanation according to Art. 37 sec. 5. If the Dean does not make a decision within 30 days, the student can demand that the Rector declare the Dean's obligation to act and decide on the matter.
- (2) Decisions in proceedings regarding the academic rights and obligations of students must be made in writing, must contain a statement with a reference to the relevant provision of a generally binding legal regulation, an internal regulation of the SMU or the relevant faculty, a justification based on the established facts and instruction on right for challenge such decision.
- (3) Decisions in proceedings concerning the academic rights and obligations of students shall be delivered to the student in paper form at the faculty in person with a confirmation of delivery, or by mail as registered mail with delivery to the address that the student notified the faculty as the designated address for the delivery of documents.
- (4) The effects of delivery of the decision in proceedings regarding the academic rights and obligations of students pursuant to sec. 3 shall occur on day when
 - a) taking over the decision by the student or a person authorized by him/her to take over occurred,
 - b) returning the undelivered shipment to the faculty after the deadline for receiving the shipment/after the expiration of the collection period occurred,
 - c) refusal to accept the shipment by the student occurred.

Article 39

Application for review of the decision on expulsion of studies

- (1) A student may submit a request for review of the decision on expulsion from studies. The request is submitted to the Dean who issued the decision within 10 working days

⁶¹ § 6 section 4 of the Higher Education Act and a SMU Statute

⁶² § 108 section 1 of the Higher Education Act

from the date of delivery of the decision. An application submitted in time has a suspensory effect.

- (2) The request for review of the decision on expulsion from studies must contain data about the applicant (student), including the e-mail address that submits the request, the description of the decision that is requested to be reviewed, a proposal for how the matter should be decided, and evidence proving the incorrectness of the issued decision on expulsion from studies. To the application, the student is obliged to attach documents and information that prove his/her claims and that are at his/her disposal and challenge the statement of the decision.
- (3) After receiving the request for review of the decision on expulsion from studies, the Dean will review the fulfilment of the requirements according to sec. 2 of this article. If the application does not meet the prescribed requirements, the Dean will invite the student by e-mail to the address indicated in the application according to sec. 2 of this article to complete the application and will set a reasonable deadline for completing it, at least 5 working days. If the application is submitted after the deadline according to sec. 1 of this article or the student does not complete the application within the specified period, the Dean will reject it.
- (4) The Dean can grant the request himself/herself if he/she finds that the decision was issued in violation of a generally binding legal regulation, internal regulations of the SMU or internal regulations of the faculty. Otherwise, the application will be forwarded to the Rector within 15 working days from the date of its delivery, together with the attached file material and a written opinion on the applicant's statements and objections.
- (5) The Dean's written opinion contains the results of the proceedings so far, in particular data on all actions performed, an opinion on compliance with the application deadline and on compliance with the prescribed requirements of the application. In the opinion, the Dean will comment on all the applicant's objections, on the completeness and correctness of the ascertained facts of the case, which are based on the contested decision.
- (6) The Rector changes or cancels the decision if it was issued in violation of a generally binding legal regulation, the internal regulation of the SMU or the internal regulation of the faculty. Otherwise, he/she will reject the request and confirm the Dean's original decision.
- (7) If the Rector cancels the Dean's decision on the grounds that the facts of the matter have not been sufficiently ascertained, he/she may, depending on the circumstances of the case, return the matter to the Dean for further proceedings and decision. The Dean is bound by the Rector's legal opinion.
- (8) The Rector issues a decision no later than 30 days (in more complex cases no later than 60 days) from the date of delivery of the request for review of the decision on expulsion from studies. The Rector will send a written notification to the student and the Dean about the extension of the deadline.
- (9) The provisions of Article 38, sec. 3 and 4 of this Study Order do apply to delivery of documents.
- (10) It is not possible to file a request for review of the decision against the Rector's decision. The Rector will notify the Dean of his/her decision without undue delay and return the student's complete file together with the proof of the decision's delivery to the student.

Article 40

Validity of the decision

- (1) A decision in proceedings in matters of academic rights and obligations of students, against which an appeal cannot be filed, becomes final on the day of its delivery according to Article 38, sec. 3 and 4 of this Study Order.

- (2) A decision on expulsion from studies, against which the student has not submitted a request for review of the decision, becomes valid on the day of the futile expiration of the ten-day period according to Article 39, sec. 1 of this Study Order.

Article 41

Rights and obligations of student

- (1) A SMU student has the right to
- a) study the study programme for which he/she was accepted,
 - b) apply for studies at another faculty, college and university in the Slovak Republic or abroad as part of his/her university studies,
 - c) use the facilities of the SMU and the faculty in accordance with the rules determined by the SMU and the relevant faculty,
 - d) have representation in the self-governing bodies of the SMU and the faculty,
 - e) participate in scientific, research and other creative activities of the university and faculty,
 - f) at least once a year have the opportunity to comment on the quality of teaching and teachers in the form of an anonymous questionnaire,
 - g) freely, in an appropriate form, provide opinions and comments on education at the SMU and the faculty,
 - h) elect academic self-governing bodies,
 - i) have different philosophical views and religious beliefs,
 - j) use and apply academic freedoms in accordance with the principles of democracy, humanity and the legal order of the Slovak Republic,
 - k) the information and advisory services of the SMU Counselling Centre, which are related to studies, improvement of mental health, motivation to study, prevention of early termination of study and the possibility of professional realisation of graduates of study programmes in working life,
 - l) file petitions, which demand the protection of their rights or interests protected by law, and demand feedback on the results of the examination of such petitions and on the measures taken. The internal regulations of the SMU and the faculties regulate the methods of submitting proposals and the authorities to which students can submit their proposals.
- (2) Student is obliged to
- a) comply with legal regulations, internal regulations of the SMU and the faculty,
 - b) fulfil study obligations in accordance with the study programme and study regulations,
 - c) pay tuition fees and fees, if they are in accordance with applicable laws and internal regulations of the SMU and the faculty and truthfully state the facts decisive for their determination,
 - d) pay tuition fees according to § 92 section 5 of the Higher Education Act (concurrent study),
 - e) notify SMU or the faculty of the address intended for the delivery of documents,
 - f) present in person at the written summons of the Dean of the faculty or the Rector of the SMU or an employee of the university authorized by them to discuss issues related to the progress or completion of his/her studies or related to his/her rights and obligations,
 - g) protect and economically use the property, resources and services of the SMU, observe the rules of civil coexistence, fulfil one's civic duties at the SMU and outside,
 - h) protect one's health and the health of others, to take care of the creation and protection of the living and working environment,
 - i) respect the dress code of the university:

- ia) wear appropriate clothes for academic ceremonies and exams in presence,
 - ib) for practical teaching / exercises / internships wear work clothes and work shoes (in a medical facility, specialist classroom, laboratory, dissection room, etc..).⁶³
- (3) Other rights and obligations of students are regulated by the Statute of the Slovak Medical University in Bratislava.
 - (4) In case of violation of the rights established by this Study Order, the student has the right in accordance with the provisions of this article, sec. 1 letter l) ask for remedy in the subsequent order to these:
 - a) study advisor⁶⁴,
 - b) guarantor of the study programme,
 - c) Program Board for the study programme,
 - d) Vice dean for pedagogical activity,
 - e) the Dean of the relevant faculty.
 - (5) The SMU guarantees fair treatment of each of the interested parties in the entire process and issues a written statement addressed to the interested parties regarding the reviewed student's initiative.

PART TEN Special Provisions

Article 42 Mitigation of the Study Order

- (1) The University Quality Board can, in cases worthy of special attention, mitigate the severity of the study order based on a written request from the student and documentation of relevant evidence.
- (2) The decision of the University Quality Board on mitigation of the severity of the study order is final and an appeal against it is not admissible.

PART ELEVEN Common Provisions

Article 43 Use of information and communication technologies

- (1) The SMU is authorized to make audio or audio-visual recordings of educational activities to the extent necessary for scientific and study purposes. The SMU can also carry out public transmission of educational activities, in particular public transmission of a lecture or public part of a state exam or public transmission of a public part of a rigorous examination, public part of defence of rigorous thesis, defence of habilitation thesis, habilitation lecture and inaugural lecture⁶⁵
- (2) The public part of the state examination, the public part of the rigorous examination and the public part of the defence of the rigorous thesis are considered public even if the SMU ensures their public direct transmission. The public part of the defence of the habilitation thesis, the habilitation lecture and the inaugural lecture are considered public even if the university ensures their public audio-visual live broadcast.⁶⁶

⁶³ Dress Code of the SMU

⁶⁴ IR No. 4/2022 on the Statute of SMU's Counselling Centre, Faculty Statutes

⁶⁵ § 108 section 8 of the Higher Education Act

⁶⁶ § 108 section 9 of the Higher Education Act

PART TWELVE

Transitional and Final Provisions

Article 44

Standard length of studies within study programmes commenced before the 1 September 2023

- (1) The standard length of study for a bachelor's study programme, including professional experience, which began before 1 September 2023, is:
 - a) three academic years in full-time study, 180 credits,
 - b) four academic years in part-time form of study, 180 credits.
- (2) The standard length of study for a second level study programme, including professional practice, which began before 1 September 2023, is:
 - a) two academic years in full-time study, 120 credits,
 - b) three academic years in part-time form of study, 120 credits.

Article 45

Conditions for following in the summer semester within studies started before 1 September 2023

The condition for continuing studies in the summer semester of the relevant academic year for study programmes that started before September 1, 2023 is to obtain at least 20 credits in the full-time form of study and at least 12 credits in the part-time form of study.

Article 46

Transitional and Final provisions

- (1) Proceedings started before the entry into force of this Study Order shall be completed according to the existing regulations, unless otherwise stipulated.
- (2) The Study Order of the Slovak Medical University in Bratislava dated March 23, 2022 are cancelled.
- (3) Annex 3b) of the internal regulation of the SMU no. 19/2022 on the administration of the application process, issuance of confirmations and decisions for students or graduates at individual faculties of the SMU is cancelled.
- (4) This Study Order of the SMU were approved by the Academic Senate of the Slovak Medical University in Bratislava on June 26, 2023.
- (5) This Study Order of the SMU become valid and effective on the day of registration by the Ministry of Health of the Slovak Republic in accordance with the provisions of § 45 section 4 letter a) of the Act on Higher Education.

In Bratislava on June 16, 2023

.....
prof. MUDr. Ivan Rybár, PhD.
Chairman of the Academic Senate

.....
Dr. h. c. prof. MUDr. Peter Šimko, CSc.
Rector of the Slovak Medical University

Annexes:

1. Application for recognition of credits
2. Solemn Declaration

Annex 1
Application for recognition of credits

Application for recognition of credits

To be filled by student:

<i>Name of the student:</i>	
<i>Study programme:</i>	
<i>Address:</i>	
<i>E-mail:</i>	
<p>In accordance with the provisions of Art. of the Study Order of the Slovak Medical University in Bratislava, I request the recognition of credits obtained for completing the courses listed in the appendix to this application, which I have completed at the university (indicate the name of the university).....at the faculty, in the study programme.....</p> <p>Within academic year from to</p> <p>The last correctly finalised year.....</p>	
<u>Justification of application:</u>	Admission to study based on the admission procedure.
Obligatory annexes: <i>(original documents confirmed by the university)</i>	<ol style="list-style-type: none"> 1. List of courses for which credits obtained are requested to be recognized. 2. Information sheet of the course for which credits are requested to be recognized, which is confirmed by the official stamp of the university where the mentioned credits were acquired, 3. Statement of study results, confirmed by the university
<i>Date:</i>	
<i>Signature of student:</i>	

Annex 1

List of courses for which credits obtained are requested to be recognized

Course name	Method of passing the course/classification*	Earned credits	Date of completion of the course	Year of study in which the course was completed

*PH – Interim evaluation
 S – Exam/classification

**Annex 2
Solemn Declaration**

**SLOVAK MEDICAL UNIVERSITY IN BRATISLAVA
SOLEMN DECLARATION**

in accordance with § 71 section 3 letter b) Act no. 131/2002 Coll. on universities and on amendments to certain laws as amended (hereinafter "the law")

Name and surname of student:	Academic Title:
NAME OF THE FACULTY:	Personal Number: /
Study programme:	
Level of study: bachelor study / master study / doctoral study *	Year:

I do solemnly declare that beside current studies at the Slovak Medical University in Bratislava, at the Faculty of Nursing and Medical Professional Studies/Faculty of Public Health/Faculty of Medicine/Faculty of Health located in Banská Bystrica* in the academic year,

1. I am not enrolled simultaneously for study, which is free of charge, nor was/is enrolled for previous free of charge study at the SMU faculty or at the other university in the Slovak Republic.
2. I am enrolled simultaneously for study, which is free of charge, nor was/is enrolled for previous free of charge study at the SMU faculty or at the other university in the Slovak Republic.

(please do circle the correct information)

In the case of selection of second possibility I am below listing all other enrolments for study (simultaneous study, previous free of charge study at the other university):

1. Higher Education Institution (university):	
Faculty:	
Type of study (e.g. 3-years bachelor, 2- years master, 5- years master, 6-years doctoral etc.):	
Study programme:	Form of study:
Start of studies (dd.mm.yyyy):	Interruption of studies (dd.mm.yyyy): from: to:
State of studies (please select one of following options: I am studying, my study is interrupted, my study was completed):	
Date of completion of studies (dd.mm.yyyy):	Acquired academic title:
2. Higher Education Institution (university):	
Faculty:	
Type of study (e.g. 3-years bachelor, 2- years master, 5- years master, 6-years doctoral etc.):	
Study programme:	Form of study:
Start of studies (dd.mm.yyyy):	Interruption of studies (dd.mm.yyyy): from : to:
State of studies (please select one of following options: I am studying, my study is interrupted, my study was completed):	
Date of completion of studies (dd.mm.yyyy):	Acquired academic title:
Number of years of the study (please state the overall length of study since enrolment rounded for full years in ascending order):	
3. Higher Education Institution (university):	
Faculty:	
Type of study (e.g. 3-years bachelor, 2- years master, 5- years master, 6-years doctoral etc.):	
Study programme:	Form of study:
Start of studies (dd.mm.yyyy):	Interruption of studies (dd.mm.yyyy): from: to:
State of studies (please select one of following options: I am studying, my study is interrupted, my study was completed):	
Date of completion of studies (dd.mm.yyyy):	Acquired academic title:
Number of years of the study (please state the overall length of study since enrolment rounded for full years in ascending order):	
In case of simultaneous study - state name of higher education institution and the faculty (study programme), where I am going to pay tuition fees:	
I did have interrupted studies at the SMU: NO / YES * in the academic year (dd.mm.yyyy): from: to:	
In the predeceasing academic year, I did receive a social stipend: YES / NO *	

* Please cross what is not true/not valid.

I am aware that failure to fulfil this obligation is a violation of legal regulations in accordance with § 72 section 1 of Act no. 131/2018 Coll. I declare that the information provided by me is true and complete **
Pursuant to Regulation (EU) 2016/679 of the European Parliament and Council of April 27, 2016 on the protection of natural persons in the processing of personal data and on the free movement of such data, and Act No. 18/2018 Coll. on the protection of personal data and on the amendment and supplementation of certain laws as amended, I hereby grant the Slovak Medical University in Bratislava consent to the storage of my personal data in full for the needs associated with my studies and I also declare that I will report all changes in my personal data to the study department without unnecessary delay (but no later than three working days since the change occurred). I give this consent for the entire period of my studies at the Slovak Medical University in Bratislava and one calendar year after the end of my studies at the said university. I am aware that I can withdraw this consent at any time.

In Bratislava/In Banska Bystrica* on:	Signature of student:
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** In case of providing false information, the university is entitled to proceed in accordance with the provisions of § 72 of the Higher Education Act