



Code of student rights and responsibilities SMU Study Regulations

Slovak Medical University in Bratislava

Issued in accordance with § 9 Sec. 1, point b) of the Law 131/2002 Coll. on Higher Education and on Changes and Supplements to Some Laws. The document was approved by the SMU Academic Senate, in Bratislava on April 16th, 2015.

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Study Regulations
Slovak Medical University in Bratislava

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Article 1

Basic Provisions

(1) These Study Regulations of the Slovak Medical University in Bratislava (hereinafter referred to as study regulations) under Act No. 131/2002 Coll. on universities and amending certain laws, (hereinafter referred to as Higher Education Act) as an internal regulation of the Slovak Medical University in Bratislava (hereinafter referred to as the University) issued pursuant to Art. 15 Sect. 1 (b) of Higher Education Act

a) governs the legal relations arising in the provision, organization and provision of higher education (the study) within the accredited study programs at the university and faculty,

b) define the rights and obligations of the university teachers within the legal relations under subparagraph a)

(2) All the academic freedoms and rights are guaranteed as a legal right by the university and the faculty. The Faculty guarantees any and all academic rights and freedoms. The students have the right to learn in particular, while maintaining freedom of choice of study in accredited study programs, freedom of teaching consisting especially in openness to different opinions and scientific research methods.

(3) These study regulations govern the study of students of Slovak Medical University in Bratislava on all levels of study, who were admitted to the study programs accredited in purview of the Act on higher education institutions.

(4) Study regulations of the specialization study lie within the competencies of individual faculties of the Slovak Medical University in Bratislava.

STUDY

Article 2

Levels of Study

- (1) The study is provided by the University at the faculties in accredited programs
 - a) the Bachelor's study (1st degree)
 - b) in Master's study (2nd degree)
 - c) in the doctoral study (1st degree and 2nd degree)
 - d) in postgraduate doctoral study (hereinafter referred to as the Postgraduate study) (3rd degree)
- (2) The University allows students within their study also apply to study in another faculty or another university in the Slovak Republic or abroad.
- (3) The Dean is responsible for providing, organizing study programs according to the schedule of study, its content in accordance with the Law and in compliance with general binding legal regulations, university status and the status of faculty and faculty study regulations.

Article 3

Forms of Study

- (1) Study programs are organized in full-time study and part-time study.
- (2) Full-time study is organized as a daily student participation in learning activities according to the recommended study program covering the scope of 1500 - 1800 hours per academic year including self-study and independent creative activities.
- (3) Study in the accredited study program of general medicine, dentistry, midwifery – bachelor form and nursing- bachelor form are conducted exclusively in the full time study pursuant to the Ordinance of the Government of the SR No. 296/2010 Coll.LL.L upon professional competence to perform/exercise health services, upon the way of further(continuous education of health care professionals, upon the system of specialization fields and the system of certified activities, as amended.
- (4) Part-time study is organized according to the recommended study plan covering the scope of 750-1440 hours per academic year including self-study and independent creative activities.
- (5) Organization of all grades and forms of university study is based on credit system. ⁽³⁾

Article 4

Methods of Study

Study program in full-time study and part-time study takes place by means of

- a) teaching by direct contact of the university teacher and the student (method with attendance)
- b) communication via communicative means based on computer nets and study materials (distant learning method) or
- c) combination of the methods a) and b) (combined method)

Article 5

Standard Study Length

(1) Bachelor study program as a first level study program aims to acquire theoretical knowledge and practical skills based on the current state of science and art. Professionally oriented bachelor study program aims at mastering of this knowledge upon performing health services. Academically oriented bachelor programs aim at continuing in second level higher education.

The standard course of Bachelor's study lasts including practice (at least)

- a) 3 to 4 years in full-time Bachelor's study and
- b) 2 to 3 years in part-time (external) study

(2) The second level study program aims at acquiring theoretical knowledge and practical skills based on the current state of science and art and at developing the creative capability upon performing health care service or at continuing in higher education according to PhD study program. Standard study length in second level study program including practice lasts

- a) at least one and no more than 4 academic years in full-time study,
- b) at least two and no more than four academic years in part-time study.

(3) Standard study length of doctoral study program lasts six years in full-time study program including clinical practice.

(4) The PhD study program lasts

- a) three academic years in full-time study
- b) five academic years in part-time study

(5) The study according the study curriculum cannot exceed the standard length expressed in academic years under paragraphs 1 to 4 by more than 2 years.

(6) Prolongation of the standard length of study is approved by the dean after a written request of a student to interrupt study under Article 26.

Article 6

Academic Degrees

(1) These degrees are conferred by the University

- a) in Bachelor's study (Bachelor) (Bc.)
- b) in Master's study (Master) (Mgr.)
- c) in doctoral study - Medicinæ universæ doctor (Doctor of Medicine MD) (MUDr.as abbreviated) in general medicine and doctor of dentistry (MDDr. as abbreviated) in dentistry. d) in postgraduate study- (philosophiæ doctor, PhD after the surname)

(2) Rules of this Study Regulation regulate the doctoral study in a suitable way.

(3) Rules governing the doctoral study are regulated by law and concretized in the internal direction of the University and Faculty.

(4) Graduates of a Master's degree may take/pass the rigorous exam which is part of the thesis defense. After its successful completion they are conferred by the university academic degree Doctor of Philosophy (PhDr. at the beginning of the names) is conferred by the university. Rules governing the doctoral exams completion are regulated by the internal provision of the Faculty.

Article 7

Study Conditions for Foreign Students

(1) Foreign students may study at the university based on the study exchange program or based on the contract between host university and sending university.

(2) The rights and obligations of foreign students and the scope of services provided by the Faculty are embraced in the Contract signed by the involved parties, i.e. the statutory representative of the university and the student or his/her representative). The rights and obligations of foreign students are exactly the same as in Slovak students, unless stated otherwise in the contract. The contract is concluded for the term of the study program.

Foreign student may study in the English language in the accredited study program. The practical part of the instruction process is conducted in compliance with the § 6 of the law No. 270/1995 Coll.L. on the state language of the Slovak Republic, as amended. The amount of the fee and the way of its covering is stated by the contract between the student and the University.

A foreign student, who is a citizen of a third state, may study in the Slovak language upon submitting a relevant document which states the command of the state language if the SR (e.g. certificate on state examination IN Slovak language). The amount of the fee and its covering are stated in **the price-list of the University**.

Foreign student, who is a citizen of the EU and studies in the Slovak language, maintains the same conditions as a citizen of the SR.

(3) If a foreign applicant wants to complete the tuition in the Slovak language, his command of Slovak language is usually verified at examinations; this does not apply to an applicant whose mother tongue is Czech language.

(5) The submission of documents on paying all the fees as stated in the contract is a prerequisite for student's enrolment.

(6) The study program for foreign students is provided by the Faculty that has an accredited study program in relevant study field approved by the Ministry of Health in Slovak or English language. (7) Students of Medical Faculty studying in the English language shall show, by the end of 4th semester command of Slovak language in order to be able to communicate with the patients in compliance with art.7 section 2 of these study regulations.

(7) Foreign students may be admitted by the form of transfer in compliance with the same conditions as other student (Article 13)

Article 8

Admission Requirements

(1) The requirements for admission to the study (admission procedure) is stated by the Rector of the University and approved by the Academic Senate

(2) The requirements for admission are

(a) in Bachelor's study Secondary School Certificate (either general or vocational) and certificate on physical competence to perform health care services provided by general practitioner,

(b) in Master's study - completion of Bachelor's study and certificate on physical competence to perform health care services provided by a general practitioner,

(c) in doctoral study - Secondary School Certificate (either general or specialized) and certificate on physical competence to perform health care services provided by general practitioner,

(d) in PhD study program 2nd grade university education.

(3) The Faculty shall announce on the official bulletin board of the University or Faculty and on the University website

(a) deadline for submitting the applications for the study

(b) requirements for admission

(c) dates and ways of verifying of successful fulfillment of the conditions for admission

(d) form and thematic content of the exam, if admission exam is a part of admission procedure

(e) criteria of evaluating results

(f) information about the planned number of applicants to be accepted to the study of particular study program

(4) Deadline for the period required to meet the obligations under paragraph 3 is at the latest a) till September 20 in the academic year, which is preceded by the academic year, in which is the study due to begin, if concerning a Bachelor's study program or a study program in which Ministry after the Accreditation Commission statement with regard to the specific study program allowed joining the 1st and 2nd degrees of study into one unit,⁽⁴⁾ b) two months before the last date for submission of applications, in case of other study programs

(5) Requirements for admission to the Master's study program in medical study disciplines is

a) Bachelor's degree in the relevant field of study

b) passing the state examination in the Bachelor's study program

c) one year practice in health care

(6) The Dean can decide about other requirements needed for study admission.⁽⁵⁾

4) pursuant to Art. 53 Sect. 3 of the Higher Education Act

5) pursuant to Art. 57 Sect. 1 of the Higher Education Act

(7) The dean decides at least 2 months before the deadline of submitting applications, the list of PhD dissertation topics. Each topic is complemented by the title of the study program, name and surname of supervisor including academic degrees, form of study (full-time, part-time), deadline and location of submitting applications and date of admission procedure, conditions of admission, way of verification of their fulfillment, form and thematic content and verification of the exam results. The information is published at the University website.

(8) the supplement to the application for doctoral studies is:

a) CV

b) certified copies of documents, biography) about your education and citizenship,

c) an inventory of their published articles or a statement of the results of another professional activity, or testimonials.

(9) pending the completion of the admission procedure, no additional change to this fact is possible.

(10) Candidate with specific needs to connect to the application, on the basis of which an application may be made after evaluation of its specific needs, will determine the form of the acceptance tests and the way of its implementation, taking into account its specific needs.

Admission Procedure

Article 9

Organizational Support for the Admission Procedure

- (1) Preparation, organization and the process of admission procedure is provided by the University.
- (2) The Dean of the Faculty decides on number of students admitted after **the prior Rector's and MZSR consent.**

Article 10

Admission Procedure

- (1) The admission procedure starts on the delivering with the Application for Admission
- (2) The Application for Admission (hereinafter referred to as the application) must be submitted on an approved application form.
- (3) The application form, signed by the applicant him/herself is submitted until the deadline given by the University. The required documents (an integral part of the application) are stated by the University including the applicant's proof of payment for the admission procedure (hereinafter referred to as a complete application). The submitting applicant is responsible for the accuracy, completeness and correctness of the data contained in the complete application **doklad o sšttnom.....**
- (4) The complete application is delivered
 - a) via electronic devices
 - b) in written form by regular post
 - c) in the written form to the University post room
- (5) If the application is sent by means of electronic devices, the delivery date to the electronic address is important. The applicant is bound to submit the complete application in written form too, no later than 5 calendar days. Unless the application is sent within 5 days by post, the date of the stamp or the University post room stamp is considered submission date.
- (6) If the application is sent in written form, the date of the stamp or the University post room date is regarded as submission date. Envelope with postage stamp is filed in the written records kept on the University applicant.
- (7) It is possible to apply for more study programs. One application can be submitted to each study program. The applicant for PhD study shall select one of the topics given on the list.
- (8) If it is possible to apply for more study programs which are organized by one Faculty sec.7 shall apply in the same way.
- (9) Unless the applicant submits the complete application (sec.3) at an alternative date stated by the University after obtaining his/her incomplete application, 7 days, the application procedure is ceased

and the incomplete application is considered undelivered. Cessation of admission procedure is not subject to general regulations on administrative proceedings.

(10) Entry examination (regular part of entry exam in full- time form) is a part of the examination. Student is sent the invitation to entry exam no later than 28 days before the date of the exam, by the University. In case of PhD study the student is sent the invitation no later than 14 days before the exam and announced its thematic content, by the University..

(11) The admission exam can be divided into more parts and can be taken in one or more days. Before the beginning of the admission exam or its part, the identity of the applicant has to be proven on behalf of the identity card or other identity papers (the passport).

(12) The admission exam is written unless it is stated in the Study Regulation in a different way.

(13) The evaluation of the written tests is anonymous, the person evaluating the test is not allowed to know, which applicant wrote the particular test..

(14) If the applicant misconducts in the examination according to sec.10-13 the Dean or an employee in charge shall terminate admission exam or its part. The results of an interrupted admission exam of such an applicant are not assessed, and his/her admission exam is regarded invalid.

(15) For earlier termination of the admission examination, general regulations on administrative proceedings shall not be applied.

(16) An alternative date of exam is permitted to an applicant if he asks for it in written form giving the reasons of his absence. The reason for permission for alternative date is given in case of acute illness or participation of the applicant on other entry exam documented by the invitation copy.

(17) the entry exam for PhD study is conducted before the admission committee consisting of chairman and at least two other members appointed by the Dean of the Faculty.

Article 11

Decision on the Results of Admission Procedure

(1) The general regulation on administrative proceedings doesn't apply to decision on the results of the admission procedure.

(2) Admission to the study based on the results of the admission procedure is decided by the Dean. An applicant who does not prove fulfillment of basic requirements for admission to study at the time of verification of the fulfillment of conditions for admission may be admitted to study conditionally. This applicant is obliged to prove the fulfillment of the basic conditions for admission to study no later than the date for enrollment. If the student no later than the date for enrollment proves the fulfillment of the basic conditions for admission to the study, he/she is considered to be duly admitted student to study of the chosen study program.

(3) The decision on the admission examination results must be received by personal delivery. The applicant whose whereabouts are not known shall be delivered by posting the decision on the official faculty board for 15 days. The last day of this period is considered the day of delivery.

(4) If the entrance exam is in the study program, so in the day of the entrance examination or at the latest on the following day the University, through the academic information system, makes available an overall result of the entrance examination to the applicant.

(5) If the entrance examination lasts several days (physical fitness exam, theoretical exam), the results are made available to the applicant on the last day of such part of the exam.

(6) Not later than 24 hours after meeting of Dean's admission committee, the Faculty will publish on its website a list of admitted applicants by individual study programs. Only codes of applicants are given. The published information shall have the note: "The list is only informative, the Dean's decision on the outcome of the admission procedure is crucial; it will be delivered into the applicant's hands."

7) Against the Dean's decision not to admit the applicant can submit a request to review the decision on the outcome of the admission procedure within eight days of its receipt. The application shall be submitted to the Dean who made the decision. Dean may grant the application if it finds that the decision was not made in accordance with the Higher Education Act and the internal regulations of the university, or forward the request to the Rector.

(8) If it is established that the applicant was not admitted to the study due to a technical error by the faculty, Dean placed on the candidate according to correct number of points.

(9) The Rector shall change the decision if it has been issued contrary to the Higher Education Act and the internal regulations of the University or request is rejected and the original resolution confirmed. Outcome of the review of the decision was sent to the applicant within 30 days of receipt.

Article 12

Documents on the admission procedure and the candidate's insight into it

(1) The University is required to grant admission procedure documentation, documentation of enrollment for study and enrollment in the next part of the study, Transcript of Records, a copy of documentation of the study and documentation of decision-making on academic rights and duties of the student at least 25 years from the end of the study.

(2) The applicant has the right to inspect the documentation of their admission procedure, not later than 10 days from receipt of the decision by the dean. An access means that the applicant may read and take extracts from the records.

(3) consult the materials can only bidder and in designated areas at the University of persons authorized by the Rector. A reasonable period must be set for consultation.

(4) If the applicant finds out that his test was improperly evaluated it notifies the person who is under sec. 3 present for the inspection.

Article 13

The admission procedure for the transfer of a student from another faculty or from another university

- (1) The University may allow enrollment, under the conditions specified in the study program, to the student, which was admitted to study of the same curriculum, the same level of study and in the same language.
- (2) The student may apply for a transfer from another college to the beginning of the academic year at the earliest after completion of the first year of study and after getting 60 credits from the relevant year of study, and after completion of conditions for transfer to the next year of study according to the rules set by university from which the student wishes to transfer and according to the rules on transfer to the next period of study established by university.
- (3) The transfer is carried out through entrance examination in accordance with § 58 of the Universities Act. Unless the faculty Academic Senate has authorized special admission procedure upon transfer from another university or another faculty, the conditions of the admission procedure for the respective academic year are applied.
- (4) A transfer student submit an application together with the original record of study results of previously completed studies, information sheet of study or syllabus of the subject that he/she successfully passed and the certification that he/she is a regular students of the relevant faculty.
- (5) The dean decides on student's application for transfer to the faculty with regard to the successful completion of examinations of the study program at the faculty or another university. The dean decides on differential exams and also the dates of their execution.
- (6) A transfer of a student to the study program (from another university, and within the university or faculty), where the entrance examination comprises physical fitness test is conditional on the implementation of this part of the entrance examination.
- (7) It is not possible to transfer from the study program in English to the study of the same or another study program in the Slovak language.
- (8) The Dean may reject the application of the student for capacity reasons.
- (9) Changes of doctoral study programs to bachelor and master degree programs and vice versa is not possible.
- (10) Transfer to another faculty or university needs to be approved by the dean of the faculty from which the student wants to transfer (transfer recommended - transfer not recommended).

Article 14 Academic Mobility

- (1) To provide academic mobility the Dean appoints from the university teachers a faculty coordinator (usually the Vice-Dean), whose is responsible for, in cooperation with the Vice-Rector for International Relations, organization of international cooperation in the educational and scientific field, solving tasks associated with sending and receiving students and provision of advisory services on study options .
- (2) The University can accept for a part of the study, usually for one semester, a student from another higher education institution too, including a foreign university and a university of other non-EU member state without admission procedure in compliance with the requirements of the exchange

program or on the basis of contract concluded between the university and the sending (home)school

(3) The (visiting) exchange student admitted to study has the rights and obligations of home university student with respect to the conditions of the exchange program or the inter-institutional agreement.

(4) The University shall issue an acknowledgment about his/her being a student of university and his/her enrolment and shall indicate the period of study duration. The student will be issued a student identity card unless it can be replaced by a similar document **issued by the sending (home) university.**

(5) The University can only accept another university student who will, upon finishing the study program, continue and finish the studies initiated at his/her home sending (another) university. Student who is a non-EU country citizen is obliged to submit documents to his/her application to provide evidence of his previous study at the sending/home university.

(6) Sections 1 to 4 do not apply to a student during his/her studies at another university in case he/she completed only some units of study programs at host university in the relevant part of the academic year and completed the other units at the home university.

(7) If the student completes a part of study at another faculty or at another university in Slovakia or abroad on the basis of a study agreement (in the framework of academic mobility), acquired credits are transferred on the basis of results record issued by the faculty or university at which he acquired them, in terms of the Charta on university education ERASMUS. (Transfer of credits does not imply recognition of completing subjects from the study program for which the student is enrolled automatically. The dean decides on recognition of completing the course of the study program after obtaining the decision of a guarantor of the object concerned, upon written request of the student.)

(8) Details of student mobility modifies internal regulations of the University (developed by the Department for International Relations).

(9) The completion of the study at another university is formally conditional

- a) the application for exchange studies,
- b) contract of the study,
- c) records of results of study.

Article 15

Enrolment

(1) The student status is recognized from the day of registration; from that day he/she acquires all the rights and obligations stated in the Higher Education Act and the internal regulations of the Faculty.

(2) Registration will be held on the dates designated by the Dean. Published registration dates are binding and unchanging and shall be released by the end of March of the academic year preceding the academic year in which the study will start.

(3) The right of the applicant for registration, who has been conditionally admitted to the study, is terminated if later than the date specified for registration prove fulfillment of the basic conditions for admission. Article 20 applies to the conditions for registration to the next study period.

(4) The Faculty has the right to request from the applicant the information whether he/she shall enroll

to the study. The applicant is obliged to give such information by the date specified by the faculty.

(5) The right of the applicant for enrollment based on the decision on admission expires if the faculty question, whether he/she enrolls to the study, is answered in the negative or the answer is not delivered to the appointed time.

Article 16

Study Program, Study Subject

(1) The program of study or curriculum is a set of educational activities and a set of rules designed in such a way that a successful completion of these activities, while maintaining the above mentioned rules, enables the student to acquire university degree.

(2) The study program is divided into study subjects. A study subject is formed by a study program unit or a group of study program units focused on providing university education in the specific area (such as lecture and corresponding seminar).

(3) Study subjects included in the study program, according to obligation to their completion are divided into

a) compulsory – their successful completion a prerequisite for successful completion of the study or the study program

b) obligatory optional – A successful completion of specified number of these subjects according student's selection /choice is a prerequisite for successful completion of the study or the study program in the structure given by the study program.

c) elective – other subjects, the student has the opportunity to enroll in order to complete the studies.

(4) Subjects included in the study program are divided according to the prerequisites required

a) prerequisite subjects - which require completion of other subjects; enrolment of such subject is determined by a successful completion of other subject or other subjects, unless it is stated in the Study Regulation of the Faculty in a different way.

b) without prerequisite subjects; enrollment of this subject is not determined by completion of other subject.

(5) If in agreement with the university or faculty the final thesis is written and defended in other language than the state language, an abstract in the state language is a part of it.

(6) Study program in full-time form of study is composed in the way that the number of lessons of the study program units in a week wouldn't exceed given limits, except regulated professions. Full-time study program is usually designed with no more than 6 compulsory exams per semester. This restriction doesn't apply to part-time studies, individual study, study of two-study programs simultaneously, study of obligatory optional and elective subjects and differential exams.

(7) No changes are carried out in the study program during the semester.

(8) Postgraduate study program and its changes are proposed by the PhD supervisor.

(9) Student participation in all prescribed study program units is compulsory, except lectures, unless the university teacher, regarding to the character of the subject, decides otherwise.

(10) If the student misses part of the compulsory study subject, an alternative task can be assigned by the university teacher in accordance with the Dean's directives.

(11) The university teacher of the particular study subject shall, regarding to the character of the subject and amount of absences, decide on non-completion of the study subject or not permitting to sit for an exam. The Dean shall decide, based on student's written request, about the further procedure.

(12) Completion of a study program (in the field of study) with a university degree required as a part of professional competence to perform the medical profession, is carried out in accordance with the Slovak Republic Government Regulation concerning competence for performance of the medical profession and concerning the way of further education of healthcare professionals in the specialized training courses system and certified system of professional work activities.

(13) An integral part of the teaching of the subject lasting one semester, is referred to as "subject". If the subject is divided in the study program for more "subjects", the subjects are indicated by the consecutive serial number (subject 1, subject 2, etc.).

(14) Each subject is identified by its code and name and is designed as a one-semester subject. Basic data on the nature of the subject are set out in the Information Sheet of the Subject.⁶

(15) The study program of PhD study consists of the study part which ends with dissertation examination of the scientific part and the defense of the dissertation work.

Article 17

Schedule of Studies

(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 the winter semester, the summer semester and a period of holiday.

(2) The Schedule of Studies is planned for the following academic year by the Dean; The Schedule of Studies is for the entire academic community obligatory.

(3) Each semester consists of at least 12 weeks and most 16 weeks of instruction, followed by a minimum 4-week exam period. If a continuous clinical practice follows the instruction weeks of the semester, minimum 4-week exam period starts after the end of this continuous clinical practice. The Dean may adjust in the last year of study in the summer semester the number of instruction weeks differently.

Credit System

Article 18

The University Credit System Principles

- (1) Organization of the study programs and study forms is based on the credit system.
- (2) Each study subject in question has corresponding credit points which the student gains after a successful completion of the subject. Number of credits allocated to a study subject corresponds with the number of credits allocated to study program units forming a study subject and expresses a partial, study part necessary for its successful completion
- (3) Conditions for the enrolment to the following study period are set by the Faculty Study Regulations.
- (4) The student can gain the credit points for the subject only once within the course of studies.
- (5) Additional control phase of the study shall be stated after each semester in the study program. If the student wants (except the PhD student) to continue the study must:
 - a) prove at the end of the first semester completion of at least two compulsory subjects,
 - b) the student can start the study in the next year of study even if it has not successfully completed two subjectsIn other cases, if the student does not fulfill these conditions he/she shall be excluded from the study in accordance with paragraph. 1 point. c § 66 of the Higher Education Act.
- (6) Unless the student finishes his/her studies till the deadline stated by the study program, he/she ceases to be the university student by the end of the academic year in which he/she should finish his or her studies.

Article 19

Credit Accumulation

The credit points gained by the student for successful completing the subjects during the time he/she was enrolled to one study program are added up. Credits gained are added up

- a) within the study program in case of their full completion,
- b) if the student carries out a part of the studies at a different faculty of the University,
- c) if the student carries out a part of the studies at a different university in Slovakia or abroad on the basis of a Study Agreement with a credit transfer formalities according to the Article 20.

Article 20

Enrolment and Subject Completion

- (1) Through enrolment (the Directive 3/2013) a student compiles his/her part of the study duties he/she wants to complete in the following study period in accordance with the study program for the next study period to which the enrolment applies (semester or academic year).
- (2) The student is obliged to enroll the subjects in such a way that the total credits number are sufficient for the period given.
- (3) The conditions for a subject re-enrolment are given in the Directive 6/2013. The student can re-enroll in the next year a maximum of two subjects.
- 4) The continuous control of the study in which the possibility of student progression to the next academic year is assessed, is the part of the enrollment.
- (5) If the student does not enroll to the following period of the study or does not come after discontinuation to re-enrollment, the study department of the faculty requests him/her in written form to come for enrollment within ten working days after receiving the request. If the student after the

delivery of the request does not come enrollment, and neither asked for an extension of the period for compelling reasons, his/her study is considered abandoned.

(6) A recommended study plan is given by the faculty for each study program. Study plan is composed so that after completion the student fulfills the conditions necessary for a successful completion of his/her studies within a standard length of studies, corresponding to the study program.

(7) A student may re-enroll in the next period / year of the study of more than two subjects. When re-enrolled, the student has the right for one regular date and one resit date. The student can re-enroll with the same subject once. Resit subjects will be held before a two-member committee.

(8) A student may re-enroll for study a compulsory subject, which passed unsuccessfully. After a second unsuccessful attempt to complete a compulsory course, the student is expelled from the study (according to § 66 paragraph. 1 point. C. The Higher Education Act).

(9) A student can study for re-enroll optional subject, which passed without success, or he/she can write instead another optional subject. After the second unsuccessful passing of selected compulsory optional subject the student is expelled from the study (according to § 66 paragraph. 1 point. C. The Higher Education Act).

(10) A student may enroll during the study repeatedly optional course, which passed without success, or you can instead write a different optional course or elective subject from among the still don't compulsory optional subjects. If a student has reached a sufficient number of credits he /she does not have to write any optional course. If a student did not reach a sufficient number of credits after the second unsuccessful passing the optional subject, he/she is expelled from the study (according to § 66 paragraph. 1 point. C. The Higher Education Act).

(11) The student must attend re-enrolled course not later than 15 October of the current academic year and in the 6th year of doctoral study programs by September, 30th of the academic year. In the case, the student fails to pass repeated subjects, he/she is expelled from the study in accordance with The Higher Education Act

Article 21

Study Results Evaluation

(1) Evaluation of study results (the Directive no. 4/2013) within the subject is carried out particularly as follows:

- a) ongoing control of the study achievements during the instruction period of the given study period (control questions, written tests, assignment tasks, semester papers, seminar papers, practical performance and the like)
- b) examination during the given study period
- c) keeping attendance records of compulsory forms of learning,

(2) The ECTS information sheet to each subject is published in Slovak and English language on Faculty website.

(3) Subject Study may be finished by

- a) a subject exam
- b) successful completion of the subject and gaining the required number of credits due

(4) Other criteria for evaluation of a successful subject completion and gaining of the required number of credits, according to sec.3 letter b), are given by the Study Regulation of the Faculty.

(5) The subject exam is usually held during the semester exam period in which the attendance of the subject was completed, no later than end of the corresponding academic year.

(6) The university teacher, in exceptional cases authorized by the Head of the Pedagogic Department university teacher, enters assessment to the Study Record Book (the Index) and the exam record sheet (hereinafter referred to as the Record). The university teacher is obliged to submit the Record no later than 10 days after the end of exam period.

(7) At the beginning of the semester the university teacher is obliged to announce the particular way of control of subject study, including the dates (deadlines) and their ways of evaluation. Conditions for evaluation and completion of the subject are reflected in the Information sheet of the subject. The Information sheet states the evaluation form and the conditions for obtaining individual classification stages of evaluation (Art. 21, para. 9, 10)

(8) The exam is classified only by the examiner or the Examining Board appointed by the Dean.

(9) To evaluate the study results, the University applies the grading scale consisting of 6 grades:

A - excellent (outstanding results) (numeric value 1)

B - very good (above average results) (1.5)

C - good (average results) (2)

D - satisfactory (acceptable results) (2.5)

E - sufficient (results meet minimum criteria) (3)

Fx – fail (results do not meet the minimum criteria) (4) ±

(10) The student gains credit points for the subject if he/she got evaluation grades from A to E. The Faculty shall, in some chosen subjects, decide on not assessing the subjects by grades and different criteria shall be stated for their successful completion to gain the credits.

(11) For assessment of overall student's results, Weighed Average of Study Results (WASR) is used. WASR due to appropriate academic year/semester is established as follows: final mark (numeric value in Section 9) reached in the subject is multiplied by a credit evaluation pertaining to this subject. The values acquired are counted. The total is divided by the total of credit points for respective period, the result equals WASR. Also those subjects are included in WASR which were evaluated by Fx mark (4) or which a student has not passed. The subjects not assessed by grades are not included in the average (WASR).

(12) The dates of examinations are posted no later than two weeks before the beginning of the examination period in reasonable quantity and time schedule. The dates of examinations must be listed in the Academic Information System SMU (MAIS). The student shall register to the assigned dates according to the university teacher instructions.

(13) A student who failed the examination, or didn't accept the grade, can re-take the examination in the respective examination period. (1st re-examination and 2nd re-examination)

(14) 1st re-examination and 2nd re-examination dates are posted by the examiner in the examination period of the corresponding semester.

(15) When repeating a subject a student has only one regular examination and 1st re-examination. The student can re-enrol the exam only with a prior consent of the examiner.
(The Directive no. 6/2013)

(16) In case of a request for commission examination, members of the Commission Board are appointed by the dean.

(17) Study results evaluation of the subject can be done by means of electronic devices within 5 days after the examination. Details on study results evaluation of the subject by means of electronic devices are governed by the Faculty Study Regulation.

(18) Examinations are held in the following periods: in the case of a non-block instruction (teaching is not organized in individual blocks) only in the examination period. In the block instruction the exams are held after the end of the instruction or during the examination period.

(19) Testing of the block subject is held in days that are specified in the timetable of the subject. If the test is not carried out by the deadline set in the timetable, the exam may take place until the regular examination period. If the student, for any reason, did not attend the exam by the deadline, he/she can attend the exam until the regular examination period.

(20) Preparation for passing examination after block teaching is not a reason to justify the absence of compulsory education.

(21) If the relevant subject held practical exercises, seminars or internships, their completion is a condition for granting a prerequisite for evaluation of the test. Pedagogical department must not test the student who did not attend lessons.

(22) Students can be tested after submitting the ISIC card (student card).

Article 22

Recognition of completed subjects

(1) A student who studied at the university and was re-admitted to the study, may apply in writing to the Dean of the recognition of the study subjects on which successful completion has not expired more than four years of undergraduate study programs and five years in master's and doctoral programs.

(2) Passed objects can be recognized and the credits and marks can be transferred if they are part of the prescribed curriculum as compulsory and elective subjects and they were classified with A to E or in equivalent manner.

In the master study, credits awarded for successful completion of the subject in the bachelor's degree cannot be transferred.

Nor can transfer credits for successful completion of the subject in the study, which has already been duly completed, and was awarded the academic title for it.

(3) The approval of subjects Dean decides on the basis of statement of the guarantor that article.

(4) The application for recognition of prior learning objects shall be submitted to the Dean of the Faculty at the beginning of the academic year. The application is required to submit student Transcript of Records and the syllabus of the subject of the credits and marks received.

FINAL STATE EXAMINATIONS AND DOCTORAL EXAMINATIONS

Article 23

Principles of Holding Final State Examinations and Doctoral Examinations

- (1) The faculty holds the following exams in relevant study fields
 - a) final state examination in bachelor, master and doctoral study programs. Practical examination, defense of final thesis (article 22, section 1) and oral or written examination are components of final state examination,
 - b) doctoral examinations and defense of doctoral theses,
 - c) dissertation examinations and defense of dissertation in PhD study. Details on dissertation examination and defense of dissertation are in compliance with internal provision of the University.

- (2) Final state examination is held before Examination Commission (hereinafter referred to as “commission”). The course of final state examination and announcement of state examinations are open to public to attend. The decision on final state examination results is conducted on closed session of the commission. The same conditions and procedure apply to doctoral examinations. Students must submit an application for state exam to study department of the faculty at undergraduate and graduate study program by the end of April, the program of study at the latest entry in the 6th year after completion of the prescribed study requirements (Directive no. 5/2013)

- (3) The state examination may be conducted after fulfillment of student obligations stipulated by the study program:
 - a) successfully complete all required compulsory subjects (except State Examination)
 - b) successfully complete optional courses in composition determined by the study program
 - c) to deliver the final work
 - d) has settled all financial obligations towards the faculty and university - tuition, related fees.

- (4) The dates of the state examination are determined by the Dean in accordance with the schedule of study.

- (5) University teacher in the positions of professor and associate professors and other experts approved by the Scientific Board have the right to examine at final state and doctoral examinations; in case of bachelor study program, university teachers in the position of senior assistant with the 3rd grade university.

- (6) Members of the State examination commission entitled to examine pursuant to section 3 are appointed by the Dean for study program conducted at the Faculty or by the Rector if conducted by the University. The members of commission for final state examination are also significant specialists in relevant field from other universities, from juridical entities conducting research in the area of Slovak Republic or other experts. At least 2 members of the commission shall be university teachers in the positions of professor and associate professor; in case of bachelor study program, at least one university teacher in the position of professor or associate professor.

- (7) Members of the commission for doctoral examination entitled to examine pursuant to section 3, are appointed by the Dean for study programs conducted by the Faculty and by the Rector for study programs conducted elsewhere.

- (8) The commission for final state examination is composed of at least 4 members and is governed by the Act on higher education institution.

- (9) Resit dates of state exams and thesis defense are determined by the Dean after realization of all regular dates scheduled for the current academic year as follows:
 - a) the first resit date is determined by the Dean so that in the doctoral study the interval between the last regular date of the state examination in June and the first resit date was less than 14 days
 - b) the first resit date is determined by the Dean so that the Bachelor and Master interval between the regular date of the state examination and the first resit date was at least 14 days in case of

- unsuccessfully completed theoretical part of the exam,
- c) the first resit of the State Examination if the student's final work is scored at Fx, can be appointed by the Dean up to one year,
 - d) the second resit is determined by the Dean with the valid Schedule in August, in the case of unsuccessful completion of practical and theoretical tests.

Article 24

Final Thesis and Defense of Final Thesis

- (1) Final thesis in the study is
 - a) bachelor's diploma thesis according to bachelor study program
 - b) diploma thesis according to master study program or doctoral study program
 - c) dissertation thesis according to PhD study program.
- 2) Method of elaboration of the final thesis as to the format and content is specified by internal regulations of the University (Directive no. 5/2012-library).
- (3) The supervisor enters into the system MAIS the topic of the final thesis and instructions for its preparation. The student will sign up for the topic of the final thesis through the MAIS. The student will elaborate the final work under the guidance of a supervisor. The supervisor will prepare a written evaluation of the final thesis (supervisor review), which includes an evaluation of a final thesis on a scale from A to FX.
- (4) The opponent evaluates the thesis (PhD studies opponents). The opponent will draw up a written opinion of the final thesis (review report), which includes an evaluation of a final thesis on a scale of A-FX.
- (5) The examination commission will carry out the defense of the final thesis of a student upon obtaining the information on verification of the degree of originality from Central register of final, doctoral and habilitation theses.
- (6) The student who elaborated the final thesis has the right to familiarize themselves with opinions on the work (with the assessment thesis supervisor and an opponent) three working days before the defense (through the MAIS-u).
- (7) The final thesis and defense of the final thesis belongs to the state examinations.
- (8) The result of the defense of the thesis is assessed within the grading scale from A to FX.
- (9) If the supervisor of the final thesis or the opponent are not members of the Commission, they may be invited to the defense of the thesis and have a right to be heard in evaluation.
- (10) The student has the right to participate in the defense of final thesis also in the case that evaluation of the supervisor's report or the opponent is FX. The presence of the supervisor and opponent at the defense of the final thesis which is assessed with the degree FX is generally mandatory (Directive 5/2013).

(11) The final thesis can be written in Slovak or Czech, in case the Dean agrees, also in another language, usually English. In the case the work is written in foreign language it must contain a summary in the Slovak language in the range of 10% of the entire work.

Article 25

Evaluation of Final State Examination and Doctoral Examination

(1) The result of final state examination is evaluated by the classification scale of the credit system. If final state examination has several parts, each part is rated/ evaluated separately. This also applies to the defense of final state examination. If one part of final state examination is evaluated by failing grade "FX- unacceptable", the overall result rating of final state examination is "fail".

(2) The student is admitted to defend final thesis unless verification of the degree of originality of final thesis has been provided by the Central register of final, doctoral and habilitation theses.

(3) The required degree of originality of final thesis based on the information from Central register of final, doctoral and habilitation theses verification is evaluated by the commission.

(4) Full-time student is admitted to defend final thesis only after successful completion of practical part of final state examination. Part-time student is admitted to pass theoretical part of state examination after successful defense of final thesis. The student with "FX-fail" „result of defense of the final thesis may complete theoretical part of the final state examination after successful defense of the final thesis in alternative date set by the Dean.

(5) If the results of state final examination are classified by a grade "fail", the student is permitted to repeat final state examination from the parts rated by the grade "FX-unacceptable".

(6) The state examination or subject of the state examination can be repeated not more than twice up to the date, which results from Art. 28 par. 1 point. b) (exceeding the standard length of study by more than two years).

7) In the academic year in which the student wants to take the state examination, the student is obliged to enroll in the study by 15 February (current 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 following re/sitting the state exam, the student is obliged to pay a fee according to the relevant price list of the university.

If the student has interrupted his/her study several times, the total length of interruption must not cumulatively exceed two years, except for interruptions due to parental leave.

(8) The overall evaluation of the results of the state examination is specified by the commission for state examinations in accordance with the decree of the table (according to the line with the best evaluations, which correspond to the partial results of the final test)

9) The overall result of successfully completed study is evaluated:

- a) passed with honors,
- b) passed.

(10) The student is evaluated with the grade of "passed with honors" if the WASR for the entire study is not higher than 1.20 and if he/she reached the overall result of the state examination "A". In other cases, the student is evaluated of "passed".

(11) A student who has failed the state exam by the end of the academic year in which the study was supposed to be completed, is obliged to ask the Dean up to August 31 of the current academic year for interruption of the study.

CHANGES IN THE STUDY

Article 26

Interruption of Study

(1) The Dean shall allow interruption of the study upon the student's request. The dean decides by appointing the date of the beginning and end of interruption of the study pursuant to the sections 2-5 up to 30 days since the delivery of the request. The decision on interruption of study is sent by recommended letter.

(2) The study shall be interrupted if the study subject is a part of the study program, within which such work is carried out, that is forbidden to pregnant women in purview of special regulation or when such work endangers pregnancy according to medical opinion unless the regulations state otherwise. The student is obliged to announce pregnancy to the Dean in written form without delay.

(3) During the study the student is permitted to ask for interruption of the study for no more than 2 years.

(4) The students looking after at least 2 children can ask for interruption of the study for no more than 3 years during the whole study.

(5) In relation to the delivery and subsequent care for a newborn, the student may ask for interruption of the study for 34 weeks, if she gives birth to one child or for 43 weeks if she gives birth to twins or more children. She shall do so at the beginning of the 6th week prior to the expected date of delivery appointed by the doctor.

(6) The dean is entitled to accept the request for interruption of the study pursuant to the sections 4 and 5.

(7) The student is permitted to interrupt the study by the end of the first semester at the earliest. This is not applied if the student submits written certification of the attending doctor about his/her serious health problems.

(8) During interrupting the study the student loses rights and obligations of a university student.

(9) Interruption of the study in a PhD graduate student, who applied for the final doctoral thesis announced by external educational institution, shall be approved pursuant to sections 3-7 by the Dean after being approved by a statutory representative of the external educational institution

(10) In case a student interrupted the study for duration of the teaching part of the semester, enrollment in subjects after the interruption is not considered as re-enrollment of the subject.

(11) In case a student interrupted the study in a non-teaching part of the academic year, and has fulfilled conditions to the next part of the study, all the credits and the evaluation obtained by the date of application for interruption are recorded. Study obligations for which a student obtained the grade

FX to the date of application for interruption, or he/she did not obtain any evaluation, are deemed to be re-enrolled.

(12) A student who submitted an application for interruption in the non/teaching part of the academic year, and did not fulfill conditions for advancement to the next part of the study (lack of more than two subjects successfully completed), cannot interrupt his/her studies.

Article 27

Duly Completion of Study

The study is duly completed upon completing the study in accordance with a particular study program. The day of study completion is the day when the last criteria required for duly completion of a particular study program are met.

Article 28

Other Ways of Completion of Study

- (1) The study can be completed by
- a) abandoning the study
 - b) by not completing the study on the appointed date⁷ (study by the study program must not exceed the standard length of more than two years)

c) excluding a student from studies for not satisfying the requirements ensuing from the study program and Study regulations

d) excluding from the study due to violating legal rules or internal provisions of the University or Faculty or public order,

e) cancelling the study program and not accepting the offer to continue in the study of other study program,

f) student's death.

- (2) The day of completion of study is
- a) in abandoning the study, the day of delivering to the university the written announcement of the student about abandoning the studies,
 - b) in not completing the study in the required date, the end of academic year in which the student had to finish his/her studies
 - c) in excluding/expelling from the study for not meeting the required criteria of the study program and Study regulations of the University and in excluding from the study due to violation of legal rules or internal provisions of the University or Faculty or public order, the day when the decision on excluding from the study shall be effective,
 - d) in cancellation of study program and not accepting the offer of continuing in the study or other study program, the day when the University announced the study program cancellation.

Article 29

Abandoning Study

(1) The student, who intends to abandon the study, shall announce this fact in writing to the Dean.

(2) If the student does not enroll to the next period of study or does not appear to the re-enrolment, the university shall call on the student to appear for enrolment within the term of ten working days since the delivery of the call.

(3) If the student does not enroll within the appointed time since the delivery of the call and does not apply for prolonging of this period on health reasons that disable him/her to enroll to the next period of the study, otherwise is the day, on which the student shall enroll to the next period of the study or which she/he shall re-enroll considered for the day, on which the student abandoned the study. The information on abandoning the study will be filed in the student's personal study record kept by the University.

(4) The student who abandoned the study will be provided by the Dean with the record of successfully completed subjects upon his /her application. There is a statement in this record that the student had not completed the study.

Article 30 **Excluding from study**

- (1) Due to not satisfying the requirements ensuing from the study program, the Dean may exclude/expel the student from the study for not meeting the requirements for the next period of study. The student excluded for not meeting the requirements of the study program, will be provided by the Study department of the Faculty with the record on successfully completed exams, upon the student's application.
- (2) The Dean may impose conditional expelling or exclude the student from the study on the basis of disciplinary measure in accordance with the Disciplinary Rules of the University or Faculty.

Article 31 **Individual study plan**

- (1) Individual study program may be permitted (sections 5, 6) upon written application of the student in maintaining the contents and scope of study subjects.
- (2) The dean determines the date of beginning and the date of termination/end of the individual study plan within 10 days from the delivery of application. The resolution on individual study plan is sent by a registered letter.
- (3) Individual study plan is a special organization of study from the aspect of the examination schedule in maintaining the scope of study as stated by the Curriculum.
- (4) The applications for individual study plan are sent 3 weeks prior to the beginning of the next study period.
- (5) Individual study plan may be permitted to the students due to serious health , family or other reasons.
- (6) Individual study plan for two academic years may be permitted to a female student, if the study subject is a part of the study program, within which such work is carried out that is forbidden to pregnant women, in purview of special regulation or when such work endanger pregnancy according to medical opinion. The student is obliged to immediately announce pregnancy to the Dean in written form.

DOCUMENTS ON STUDY AND DOCUMENTS ON COMPLETING STUDY

Article 32 **Documents on Study**

- (1) Documents on study are

- a) student's identity card,
 - b) index (study record book),
 - c) record book (transcript) of study results,
 - d) the record of clinical practice of student of the study program in medical study field that he conducted during supervised clinical practice.
- (3) The use of documents of study is governed by the paragraph 67 of the Act on higher education institutions.
- (4) The structure of data and design of the student's identity card are in compliance with methodological directive of the Ministry of Education, Science and Sport of Slovak Republic.
- (5) Using the index at the university is binding.
- (6) The university will issue the record book of study results in English upon the student's special request.

Article 33

Documents on Completion of Study

- (1) Documents on study completion within study program in the study field are
- a) university diploma
 - b) certificate on final state examination
- c) diploma supplement
- (3) Appropriateness of documents on completion of study and the way of conferring them upon the graduate are governed by the paragraph 68 of the Act on higher education institutions.
- (4) Documents on completion of study are public papers.
- (5) The University will issue the documents on completion of the study in English language without any fee upon the student's special request.

AWARDING OF STUDENTS

Article 34

Academic Recognition, Rector's Recognition Award and Dean's Recognition Award

- (1) Rector of the University can award Academic Recognition or Rector's Award to students
- a) with outstanding results (passed with honor)
 - b) who have successfully joined the research and scientific activities,
 - c) represent university in an excellent way both at home and abroad,
 - d) carried out exemplary performance or showed exceptional civil attitude,
 - e) elaborated diploma thesis on high professional level.
- (2) The Dean may award Academic Recognition and Dean's Award to the student for outstanding fulfillment of study obligations during the study and to the student with excellent results in the study program provided by the Faculty.
- (3) Along with the award the student can be given financial reward, as well. The details on rewarding are regulated by the internal directive of the University.

(4) The proposal to Rector's Award and Dean's Award are submitted to the Dean by the chairperson of the Committee for final state examination.

(5) Granting Dean's Academic Recognition to the student is confirmed by the certificate signed by the Dean.

(6) The Dean confers upon the student the Dean's Award during graduation ceremony.

Article 35

Students' Offences against Discipline and Internal Provision of the University and Faculty

(1) Students' offences against discipline and internal provisions of the University and Faculty are solved by the Disciplinary Committee of the University and Disciplinary Committee of the Faculty, if the student is enrolled in the study program of the Faculty.

(2) Disciplinary action may be imposed on the student who offends against discipline and internal provisions of the University and Faculty.

(1) The activities of disciplinary committees and disciplinary procedure are in compliance with the University and Faculty Disciplinary Rules for students.

Article 36

Repealing Provision

The Study regulations of Slovak Medical University in Bratislava are repealed.

Article 37

Validity and Efficacy

(1) The study regulations of the SMU were approved by the Academic Senate of Slovak Medical University in Bratislava on July 7, 2011.

(2) The study regulations of SMU enter into force on the day of delivery of the decision of the Ministry to SMU in Bratislava about its registration and become effective on the day of delivery of the decision to Slovak Medical University about its registration by the Ministry.

Bratislava, 16.4.2015

Prof. MUDr. Ivan Rybár, PhD.
SMU Academic Senate Chair

Prof. MUDr. Peter Simko, PhD.
Rector