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INTERNAL REGULATION

STUDY REGULATIONS OF THE FACULTY OF PHILOSOPHY OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK

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University in Ružomberok.



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STUDY REGULATIONS
OF THE FACULTY OF
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OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK

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For the purposes of this Internal Regulation, the following abbreviations shall be used :

Shortcut	Name
FFKU	Faculty of Arts of the Catholic University in Ružomberok
KU	Catholic University in Ružomberok
joint study programme	a study programme provided by several universities
Higher Education Act	Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended

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The Study Regulations of the Faculty of Arts of the Catholic University in Ružomberok are issued as an internal regulation in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Statute of the Catholic University in Ružomberok and the Statute of the Faculty of Arts of the Catholic University in Ružomberok.

Article 1

General provisions

- (1) These study regulations define the basic rights, obligations and provisions according to which studies are carried out at the Faculty of Arts of the Catholic University in Ružomberok (hereinafter referred to as "KU Faculty of Arts" or "Faculty"), in all its stages and forms.
- (2) The Study Regulations are binding for students of all degrees and forms who study accredited study programmes at the Faculty of Arts KU, including students of joint study programmes and students who are on mobility at the Faculty of Arts KU, as well as for university teachers and professional staff who provide and organise studies at the Faculty of Arts KU.

Article 2

Study programme and curriculum

- (1) According to Section 51(2) of the Higher Education Act, a study programme is a set of courses consisting of educational activities and a set of rules designed so that the successful completion of these educational activities, while complying with the established rules, enables the student to obtain a higher education degree. The study programme shall be designed in such a way as to allow for academic mobility or experience corresponding to academic mobility.
- (2) The study programme is further defined by the requirements specified in Section 51 (4) of the Higher Education Act.
- (3) The study programme may be carried out in a field of study or in a combination of fields of study that are part of the system of fields of study.
- (4) The conditions for the implementation of joint study programmes shall be determined in a cooperation agreement to be concluded by the cooperating faculties.
- (5) The study programme includes a recommended study plan, which is designed so that by completing it the student meets the conditions for successful completion of studies in the standard length.
- (6) The curriculum determines the time and content sequence of courses and establishes the forms of assessment of learning outcomes, including the possibility of academic mobility.

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- (7) The study plan, in addition to the form of assessment of study results, is drawn up by the student himself or with the help of a study advisor from the courses offered in the study programme in order to comply with the rules given by the study programme and the provisions of these Study Regulations.
- (8) KU Faculty of Arts may provide the study programme in cooperation with other universities, including universities based outside the Slovak Republic. Students admitted to a study programme provided by several universities (hereinafter referred to as "joint study programme") shall complete the individual parts of their studies at the individual universities in accordance with § 61 (2).
- (9) The cooperating universities participate in the development of the joint study programme, the admissions decision and the decision on the fulfilment of the conditions for the proper completion of studies.
- (10) The terms of cooperation in the provision of a joint study programme shall be determined by the agreement of the universities in accordance with Section 54a(2) of the Higher Education Act.

Article 3 Forms and methods of study

- (1) The Faculty of Arts of KU offers bachelor's, master's and doctoral study programmes in full-time or part-time form.
- (2) Bachelor's and Master's study programmes in both forms of study (full-time, part-time) can be carried out by the full-time method, the distance method or the combined method.
- (3) In accordance with its mission and depending on the needs of society, the Faculty of Arts also organises various types of lifelong learning.
- (4) The Bachelor's study programme is completed by a state examination, which includes the defence of the Bachelor's thesis. Upon completion, the graduate receives the academic degree "Bachelor" (abbreviated "Bc.").
- (5) The Master's study programme is completed by a state examination, which includes the defence of the diploma thesis. After graduation, the graduate receives the academic degree "magister" (abbreviation. "Mgr.").
- (6) The standard length of study, including professional practice, for a bachelor's degree programme is three academic years or four academic years; the number of credits required for the regular completion of studies for a bachelor's degree programme with a standard length of study is
 - a) three academic years is 180 credits,
 - b) Four academic years is 240 credits.
- (7) Standard length of study including professional practice for the study programme



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- a) of the second cycle is one, two or three academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a second cycle study programme with a standard length of study
1. one academic year is 60 credits,
 2. two academic years is 120 credits,
 3. three academic years is 180 credits,
- b) combining a first cycle and a second cycle is five or six academic years; the number of credits to be achieved as a condition for the regular completion of studies for a study programme combining a first cycle and a second cycle with a standard length of study
1. Five academic years is 300 credits,
 2. Six academic years is 360 credits.

Article 4

The academic year and its organisation

- (1) The academic year begins on 1 September of the calendar year and ends on 31 August of the following calendar year. The academic year shall be divided into two semesters.
- (2) Bachelor's, Master's and Doctoral studies start at the beginning of the first semester of the academic year.
- (3) The timetable for the next academic year at the faculty is determined by the Dean and published as a binding internal regulation following the timetable for the next KU academic year issued by the Rector of KU (hereinafter referred to as the "Rector").
- (4) Each semester consists of a teaching part, which lasts 13 weeks, and an exam period, which lasts 6 weeks. The summer semester of the last semester of the Bachelor's and Master's degree programme may be modified in other ways by the Dean.
- (5) If internships, concentrations in spirituality, excursions and courses are prescribed in the study programme, they are not normally held during the examination period.
- (6) The timetable shall be designed to enable students to complete the compulsory courses set out in the study programme. The dean is responsible for drawing up and publishing timetables at least one week before the start of classes in the semester in question.
- (7) First- and second-degree study programmes and study programmes pursuant to Section 53(3) of the Higher Education Act in the full-time form of study are designed in such a way that the number of compulsory and compulsory elective subjects per week does not exceed an average of 24 teaching hours, excluding subjects of general foundation.



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Article 5

Conditions of admission to study

- (1) Anyone who fulfils the basic conditions of admission to study set out in Section 56 of the Higher Education Act and other conditions determined by the faculty has the right to study their chosen study programme at the Faculty of Arts of KU.
- (2) KU Faculty of Arts accepts applicants only for the study of accredited study programmes (Section 55 (6) of the Higher Education Act).
- (3) The Dean is responsible for the preparation, organisation and conduct of the admission procedure at the Faculty.
- (4) The Academic Senate of the Faculty decides on the number of students admitted to the Faculty. The number of students for individual study programmes is decided by the Dean of the Faculty after the heads of the departments have expressed their opinion. The Academic Senate of the Faculty also approves other conditions of admission to study programmes.
- (5) The dean publishes the conditions for admission to the study no later than two months before the last day for the submission of applications.
- (6) The content of the announcement is: the deadline for submission of applications, the conditions of admission to the study, the deadline and the method of verification of their fulfilment, the planned number of admitted applicants to the relevant study programme. If the verification of aptitude for studies includes an entrance examination, the notification shall also contain information on the form and framework content of the entrance examination, as well as on the manner in which the results of the entrance examination will be evaluated.
- (7) In the case of a doctoral study programme, the dean will also announce, at least two months before the application deadline, the thesis topics that may be applied for in the admission procedure. The name and surname of the supervisor, including his/her academic titles, shall also be indicated for each topic announced.
- (8) The admission conditions and other specified requirements must be published on the official notice board and mass access to information (§ 4 (2) of Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts, as amended) on the faculty's website.
- (9) The admission requirements and the method of verifying their fulfilment must allow the selection of applicants who show the highest level of aptitude for the course of study. The KU Faculty of Arts may not make admission to study conditional on any financial consideration other than the fee referred to in Section 92(12) of the Higher Education Act.
- (10) The basic condition for admission to a bachelor's degree or to a study programme under Section 53(3) of the Higher Education Act is the acquisition of a complete secondary education or a complete secondary vocational education.
- (11) The basic conditions for admission to the study of a second-degree programme pursuant to Section 53(1) shall be a first-degree university degree or a second-degree university



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degree, the sum of the number of credits obtained in the preceding



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the higher education qualification by which the higher education qualification was obtained and the number of credits required for the proper completion of the second cycle programme of study for which the applicant is applying must be at least 300 credits.

- (12) The basic condition for admission to doctoral studies is a second-level university degree.
- (13) Applicants may submit only one application for each study programme at the faculty.
- (14) The application must be received by the deadline set by the faculty. The Dean decides on the acceptance of applications received after the deadline.
- (15) Applicants with specific needs may attach to their application a request to modify the admission test to take account of their specific needs. The application form and the procedure for adjusting the conditions shall be laid down in an internal regulation of the University.

Article 6

**Admission
procedure**

- (1) The admission procedure for an applicant begins with the receipt of his/her written application for studies. The faculty may allow the registration of the application form also in electronic form without a guaranteed electronic signature in the academic information system.
- (2) If the application form is not properly completed or if it does not contain the necessary attachments, the faculty will invite the applicant to remedy the deficiencies within a specified time limit. If the applicant fails to remove them, the application shall be deemed invalid.
- (3) The admission procedure at the faculty is managed by the admission committee, which is the faculty management. If the admission procedure includes an entrance examination, it shall be administered by an examination board of at least three members appointed by the dean of the faculty concerned.
- (4) The entrance examination for doctoral studies takes place before the Admissions Committee. It takes place at the training institute before an admission committee of at least five members appointed by the Dean of the Faculty on the proposal of the relevant departmental committee. The board shall consist of a chairperson and at least two members holding the posts of professor or associate professor in the field of study concerned and one member examining a foreign language. The other members of the committee are usually experienced professionals from the relevant industry, social practice or representatives of employers.
- (5) The admission criteria must be set in such a way that the knowledge and skills of applicants can be ascertained objectively.
- (6) Before the entrance examination or part of it begins, the identity of the applicant is verified by means of an identity card or other identity document (passport).

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- (7) A record of the admission examination of each applicant is kept and forms part of the admissions file. Depending on the form of the admission examination, this file shall also include:
- a) a written test, written and scored, indicating the result (the number of points obtained) and signed by the person who scored the test,
 - b) a record of the oral examination which includes the questions put to the candidate, the result of the examination, the date and the signatures of the members of the examination board,
 - c) a record of the aptitude or practical test which includes the tasks given to the candidate, the result of the test, the date and the signatures of the members of the examination board.
- (8) The marking of written tests or written papers must be anonymous, i.e. the person marking them must not know which candidate wrote the test or paper. At least two members of the examination board must be present at the entrance examination or part thereof.
- (9) The Doctoral Admissions Board evaluates the result of the entrance examination in a closed session. If several candidates have applied for one topic and the nature of the topic precludes several candidates from addressing it, the order of the candidates shall be determined according to the success rate of the admission examination. In determining the order, the admissions board shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.).
- (10) A record of the result of the entrance examination for doctoral studies shall be drawn up. The committee shall submit a proposal for the admission of the successful applicant to the dean of the faculty concerned.
- (11) The Dean or the Board of Examiners shall discontinue an applicant's entrance examination, or part thereof, if it finds that the applicant has committed fraud or an act contrary to the rules announced at the beginning of the entrance examination. The results of the aborted admission examination of that applicant shall not be evaluated and his/her admission examination shall be deemed unsuccessful.
- (12) If an entrance examination is held in the study programme, on the day of the entrance examination or at the latest on the next working day, the faculty shall publish on its website and on the official notice board the results of the entrance examination of all applicants in the form of: the applicant code and the overall result of the entrance examination.
- (13) The dean decides on admission to study a study programme carried out at the faculty. If more students meet the conditions for admission than the number of admitted applicants, the applicants who have demonstrated the highest level of ability to study according to the stated conditions of the admission procedure will be admitted.
- (14) The decision on the results of the admission procedure must be communicated to the applicants in writing within 30 days of the verification of the fulfilment of the admission



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requirements. The decision must contain: a statement of the reasons, a statement of the reasons and an indication of the possibility for the applicant to request a review of the decision and the signature of the dean or the vice-dean authorised by the dean. The written decision on admission to doctoral studies shall also include the name of the supervisor and



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dissertation topic. The decision is sent to the candidate in his/her own hands. If the applicant's whereabouts are unknown, the decision shall be posted on the official notice board of the faculty within 15 days. The last day of this period shall be deemed to be the day of delivery.

- (15) The Dean of the Faculty may issue a decision on conditional admission to study to an applicant who fails to prove fulfilment of the basic conditions for admission to study according to Section 56 of the Higher Education Act at the time of verification of fulfilment of the conditions for admission. In the event that the student fails to prove fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment, the dean shall issue a decision cancelling the decision on conditional admission to the study and deciding not to admit the applicant to the study. If the student proves fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment, he/she shall be deemed to have been duly admitted to the study of the chosen study programme.
- (16) The decision on the outcome of the admission procedure is part of the student's admission file.
- (17) The Act No. 71/1967 Coll. on Administrative Proceedings, as amended, does not apply to the decision on admission to study.
- (18) Within eight days from the date of receipt of the decision on the result of the admission procedure, the applicant may submit a request to the Dean of the Faculty for a review of the decision on the result of the admission procedure. The dean may himself amend the original decision if he finds that it was issued in violation of the law or an internal regulation of the university or faculty or the conditions of admission to studies. Otherwise, he/she shall forward the application to the Rector within 15 days of the date of its receipt, together with the applicant's attached file.
- (19) The Rector may change the initial decision of the Dean if he/she finds a conflict with the law or the internal regulations of the University or the Faculty or with the conditions of admission to studies. Otherwise, he/she shall reject the application and confirm the original decision. The Rector's decision must contain a statement of the reasons and an indication that the decision cannot be appealed.
- (20) The reply to the applicant for review of the decision must be sent within 30 days of receipt of his/her request for review of the decision not to admit him/her to study.
- (21) Applicants have the right to consult their admissions file no later than 10 days after the date of receipt of the non-admission decision. By inspection it is understood that the applicant may read the documentation and make copies or extracts from it in the designated premises of the faculty in the presence of persons authorised by the Dean of the faculty. If the applicant discovers that there has been an error in the evaluation or in the determination of the final number of points obtained, he/she shall notify the person present at the inspection on behalf of the Dean and shall indicate this fact in the request for review of the decision not to admit.
- (22) The Dean will review the candidate's objections raised during the review of the materials or in the request for review of the decision. If it is established that the applicant has been



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damaged by an error on the part of the faculty, the dean, in cooperation with the examination board, is obliged to remedy the deficiency and place the candidate on the waiting list according to the corrected number of points achieved. A written record signed by the members of the Examination Board must be made of this change in the admissions documentation. If, after correcting the number of points, the applicant is ranked among those who meet the conditions for admission to the relevant study programme, the dean shall reverse the original decision and admit the applicant to the study programme.

- (23) The study department or the science department is obliged to keep the documentation of the admission procedure, the documentation of enrolment and enrolment in the next part of the study, the statement of the results of the study, copies of the documents of graduation and the documentation of the decision-making on the academic rights and obligations of the student for at least 50 years from the date of termination of the study. The documentation of the admission procedure of applicants who have not been admitted or have not enrolled after admission shall be archived for at least five years from the date of the decision on the result of the admission procedure.
- (24) In the case of lifelong learning, there is usually no entrance exam. However, the dean of the faculty may make admission to this study conditional on successful completion of the examination. It may also limit the number of applicants admitted, e.g. for capacity reasons.

Article 7

Enrolment for studies

- (1) Upon notification of the decision on admission to the study, the applicant becomes entitled to enrol in the study. The date, place and method of enrolment of students shall be determined by the faculty and the enrolment shall be organised by the study department of the faculty concerned.
- (2) The enrolment of admitted applicants may also take place before the beginning of the academic year in which their studies are to start. The applicant will then only become a student from the beginning of that academic year unless he or she notifies the faculty in writing that he or she is cancelling his or her enrolment by 15 August before the beginning of that academic year.
- (3) The faculty has the right to request information from admitted applicants as to whether they will enrol. The applicant is obliged to provide this information no later than the beginning of the academic year. If an admitted applicant fails to reply within the required time limit or replies in the negative, the right to enrol shall be forfeited. An applicant who has been admitted conditionally shall lose the right to enrol if he or she fails to prove that the basic conditions for admission have been met by the date set for enrolment at the latest. In such cases, the dean shall revoke the decision not to admit the next applicant in the order of the results of the admission procedure and issue a new decision on his or her admission to the study.
- (4) The faculty may allow enrolment of a student who has been admitted to study a degree programme in the same field of study (or in a similar field of knowledge) at another



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higher education institution, if he/she requests it in writing within the time limit set by the faculty, and the dean of the faculty



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the request shall be granted. The application must be accompanied by a transcript of courses taken at another higher education institution, certified by the university concerned.

- (5) A student of each degree is obliged to attend the enrolment either in person or by proxy of his/her representative for this act, on the date determined by the faculty or training department where the study programme is carried out.
- (6) A student who fails to appear for enrolment in the next period of study or fails to reappear for enrolment after interruption of studies and does not request permission to enrol on an alternative date shall be invited in writing by the faculty to appear for enrolment within 10 working days of receipt of this invitation.
- (7) If a student fails to appear for enrolment within the specified period of time after receiving the notice and does not request an extension of this period for health reasons, the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned the study.
- (8) At the time of enrolment, the student determines for himself/herself what part of the obligations prescribed by the study programme and laid down in the recommended study plan he/she wishes to complete in a given academic year, but in such a way that, after fulfilling the required conditions, he/she can advance to the next part of the study or complete the study. The student is responsible for the completeness of the enrolment.
- (9) The study department of the faculty shall make a record of the enrolment in the student's record documentation or prepare and confirm the enrolment report to the student. In accordance with Section 73(3) of the Higher Education Act, the necessary data shall also be entered in the central register of students and the register of KU students.
- (10) After the enrolment has been completed and registered in the information system, the enrolled student may apply for a student card or its extension. Issuing and validation of the cards is provided by the Department of IT Infrastructure and Information Systems of KU.

Article 8

Student rights and obligations

- (1) A candidate admitted to study becomes a student of the KU Faculty of Arts by enrolling in a study programme of higher education that is carried out by the faculty.
- (2) In particular, the student has the right to:
 - a) study the programme of study to which he/she has been admitted,
 - b) create a study plan according to the rules of the study programme,
 - c) enrol in the next part of the study programme if he/she has fulfilled all the obligations specified in the study programme or study regulations,
 - d) respecting the time and capacity constraints imposed by the study regulations or the study programme, to choose the pace of study, the order of the courses to be taken



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- while maintaining their prescribed continuity and to choose a teacher for a subject taught by more than one teacher,
- e) apply to study at another university as part of your studies, including abroad,
 - f) participate in the research, development or artistic and other creative activities of the university,
 - g) participate in the establishment and activities of independent associations operating on campus in accordance with the law,
 - h) Comment at least once a year on the quality of teaching and teachers through an anonymous questionnaire,
 - i) freely express opinions and comments on higher education,
 - j) for information and advisory services related to studying and the possibility of graduates' employment in practice,
 - k) if he or she is subject to the obligation to pay tuition fees pursuant to Section 92(5) of the Higher Education Act, to decide in which study programme he or she will study free of charge in the relevant academic year, if he or she is entitled to study free of charge,
 - l) change the study programme within the same field of study under the conditions specified in the study regulations,
 - m) to submit a complaint to the dean of the relevant faculty or to the rector and to handle it, while the receipt, registration, investigation, handling of complaints and the implementation of measures taken to remedy them are carried out in accordance with Act No.9/2010 Coll. on complaints, as amended,
 - n) to be represented in the self-governing bodies of the university and its faculties, in student self-governing bodies and in the Student Council of the Slovak University of Higher Education,
 - o) to address comments and suggestions to the Dean of the Faculty of Arts Dean's College and the KU Student Council and to participate in its public meetings.
- (3) The general rules on occupational health apply to students participating in practical training and practice.
- (4) The student is obliged in particular:
- a) comply with the internal regulations of the KU Faculty of Arts,
 - b) to protect and make economic use of the property, resources and services of the KU Faculty of Arts,
 - c) to pay tuition fees and fees associated with studies in accordance with the Higher Education Act and the internal regulations of the KU, exclusively and directly to the faculty at which he/she is enrolled, by the due date, and to truthfully state the facts decisive for their determination,
 - d) notify the faculty of the address for the delivery of documents, or change of address, as well as the facts relevant for registration in the student register,
 - e) to appear in person at the written summons of the Dean or a member of the faculty staff authorised by them to discuss matters relating to the progress or termination of his/her studies or relating to his/her rights or obligations,
 - f) upon enrolment, notify the faculty in writing of the decision in which study programme he/she will study free of charge in concurrent studies,

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- g) to protect the good name of KU Faculty of Arts,
 - h) attend health and safety training and fire safety training within the statutory time limits.
- (5) Students are required to participate in the exercises, seminars, excursions and professional practice prescribed by the study programme. The lecturer has the right to excuse and to determine a make-up for a maximum of 25% absence. A greater absence shall be considered as a failure of the course.

Article 9

Credit system

- (1) The organisation of all levels and forms of higher education at the Faculty of Arts of KU is based on the credit system. The credit system uses the accumulation and transfer of credits and is based on the transparency of learning outcomes and learning processes.
- (2) Each subject is assigned a number of credits in the study programme and is usually assessed using a grading scale. Credits are numerical values assigned to courses and reflect the proportion of a student's work required to successfully complete the course within the standard scope of work for one academic year. A student may earn credit for a course only once during the course of study.
- (3) The standard student workload is expressed in terms of the number of
 - a) 60 credits for the whole academic year, 30 credits per semester if it is
 1. a first-degree programme of study, a second-degree programme of study or a programme of study combining a first degree and a second degree, irrespective of the form of study, or
 2. third degree study programme in the full-time form of study,
 - b) a maximum of 48 credits depending on the standard length of study of the relevant study programme and the number of credits required for its proper completion, if it is a third-degree study programme in the extramural form of study.
- (4) The full-time form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.
- (5) The external form of study of study programmes is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.
- (6) Credit accumulation means the addition of credits earned for successful completion of courses during the time in which the student was enrolled in the study of one



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study programme. Credits obtained: within the study of the study programme in the case of its regular completion, within the part of study at another faculty of KU, within the part of study at another higher education institution in the Slovak Republic or at a higher education institution abroad formally secured by the formalities of transfer of credits are counted.

- (7) Courses included in the study programme are divided into compulsory, elective and elective courses according to the obligatory nature of their completion. Subjects are divided into subjects conditional on successful completion of other subjects (prerequisites) and subjects without prerequisites.
- (8) The faculty determines for each study programme a recommended study plan, which is compiled so that by completing it the student meets the conditions for successful completion of studies of the standard length, including completion of professional practice, if it is part of the study programme. The recommended study plan shall include subjects of such credit value and of such type (compulsory, compulsory elective, elective) that the rules for continuing in the next period of study are met in each part of the study control. A student may only enrol in the courses specified for the relevant level of study.
- (9) When obtaining credits, the student must follow a procedure that respects the ratio of the division of studies into compulsory, compulsory elective and elective subjects.
- (10) The study control is carried out by the study department of the faculty after the end of each academic year. In the first year, the review of studies is carried out after the end of the examination period of the winter semester. The subject of the study control are examinations, state examinations as well as the number of credits obtained in the individual parts of the study.
- (11) In order to continue in the second year of full-time study, a student must obtain a minimum of 40 credits, including a minimum of 20 credits in the first semester. If a student earns fewer than 20 credits in the first semester of study, he/she is dismissed from the study for failure to meet the requirements of the study programme and the study regulations of the faculty and the University. If a student earns fewer than 40 credits in the first year of study, he/she shall be withdrawn from the study for failure to meet the requirements of the study programme and the study regulations of the faculty and the university. To continue in each subsequent year of study, the student must earn a minimum of 40 credits. If a student earns fewer than 40 credits in a year, he/she shall be withdrawn from studies for failure to meet the requirements of the study programme and the regulations of the faculty and the university.
- (12) In order to continue in the second year of study in the external form, the student must obtain a minimum of 30 credits, including at least 15 credits in the first semester. If a student earns less than 15 credits in the first semester of study in the external form, he/she is excluded from the study for failure to meet the requirements of the study programme and the study regulations of the faculty and the University. If a student earns less than 30 credits for the first year of study in the external form, he/she is excluded from the study for failure to meet the requirements of the study programme and the study



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regulations of the faculty and the university. To continue in each subsequent year of study



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in the external form, the student must obtain a minimum of 30 credits. If a student in the external form of study obtains less than 30 credits in a year, he/she is excluded from the study for failure to meet the requirements of the study programme and the study regulations of the faculty and the University.

Article 10

Enrolment and completion of courses

- (1) In the first year of the Bachelor's degree, the student must enrol in courses totalling at least 60 credits in the full-time form and at least 40 credits in the part-time form. In the following years of study, the student must enrol in courses totalling at least 40 credits in full-time study and at least 30 credits in part-time study. In the final year of study, he or she may enrol for a lower number of credits if this number of credits is sufficient for him or her to complete the study programme.
- (2) It is only possible to refuse a student's registration for a course taught at a faculty/university on the grounds of non-completion of prerequisite courses, if this continuity is specified in the course information sheet, in the case of mutually exclusive courses and for capacity reasons.
- (3) When enrolling in courses, priority is given to students for whom the course is compulsory and to students of other universities who are required to take the course by their study contract.
- (4) Students of other faculties of KU may register for compulsory elective courses under the same conditions as students of the faculty in question. Students of other universities may register for a course at KU Faculty of Arts only on the basis of a study contract.
- (5) A student has the right to a make-up term in a given academic year if he/she meets the requirements of the interim assessment as stated in the course information sheet. A student is not entitled to remedial or alternative options for meeting the requirements of the continuous assessment unless such an option is specified in the course information sheet or unless the instructor specifies otherwise at the beginning of the semester or the Faculty's study regulations. In the event that a student fails to meet the requirements of the continuous assessment, he/she is graded with a grade of FX without the possibility to participate in the final semester examination of the course.
- (6) A student may re-enrol in a course that he/she has failed during his/her studies. After a second unsuccessful attempt to pass a compulsory or compulsory elective course, the student is excluded from the study if required by the applicable legislation (in particular the current version of the Ministry of Education Decree No. 614/2002 Coll. on the credit system of study). After a second unsuccessful attempt to pass the elective course, the student is expelled if he/she has not achieved a sufficient number of credits required for further continuation of studies or successful completion of studies.
- (7) Within two weeks of the beginning of the semester, a student may request the Office of Academic Affairs to cancel or add a course to his or her transcript electronically

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via your school email account or via the form published on the faculty's website.

- (8) In addition to teaching according to the curriculum in the study programme, university teachers provide individual counselling to students for at least two hours per week. Individual tutorials are not a substitute for teaching.
- (9) If a student is unable to attend an examination, he/she may withdraw from the examination in the academic information system at least one day before the examination. If the student does not do so and does not excuse himself/herself to the examiner at the latest on the day of the examination, the examination shall be graded FX.
- (10) If a student withdraws from the written or oral part of the examination after it has begun, or if he/she seriously violates the rules for earning credits and commits cheating, the result of the examination is graded FX.
- (11) The dean may, on the basis of a written request of the student and after the approval of the head of the department, authorize an individual study plan that allows the student to take the enrolled courses in a special mode in terms of the organization of studies according to the possibilities of the student and the faculty. The individual study plan is usually drawn up by the student in cooperation with the study advisor. The dean may authorise an individual study plan only in justified cases, such as the care of a child under the age of three, top sports or other significant activity, employment relationship with KU, demonstrable serious family, health and social reasons, etc.

Article 11

Assessment of learning outcomes

- (1) The evaluation of the student's study results within the study of the subject is carried out mainly by continuous control during the teaching part of the study (control questions, written tests, tasks for independent work, term papers, reports, etc.), by an examination for the given period of study or by a combination of continuous control and examination.
- (2) The number of examinations per semester and year of study is determined by the recommended study plans. The examination may take the form of an oral examination, a written examination, or the submission of a semester-long course output (e.g. a thesis or work of art, etc.).
- (3) The specific assessment dates, time and venue of examinations must be published in the academic information system at least one week before the start of the examination period in the relevant semester. The dates of the examinations must be of a reasonable number and spread (a minimum of three dates, one at the beginning, one in the middle and one at the end of the examination period). Only electronic means shall be used to publish examination dates via the academic information system.
- (4) Students register for the exam date exclusively through the academic information system.



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- (5) Each student is entitled to one regular and one make-up examination in each subject. In the case of re-enrolment in a failed course, the student is also entitled to one regular and one make-up examination date.
- (6) In justified cases, especially if the student fails the last term of the examination (after re-enrolling in the failed course), both the student and the examining teacher have the right to request in writing to the dean of the faculty concerned for a board examination. The members of the board and the date of the examination shall be determined by the dean of the faculty concerned. The original examining teacher shall also be a member of the board. If a student fails to pass the board examination requested, he/she shall not be entitled to a further make-up date.
- (7) The examiner is required to enter the results of the course assessment into the academic information system no later than five working days after the examination has taken place. For students who have not participated in the mid-term or final assessment of the course, although they were enrolled in the course, the examiner will enter the FX grade for the regular and make-up examination dates of the course or, if the course is not assessed with a grade, the examiner will assess the course as a failing course.
- (8) The specific method of course evaluation (method of continuous control, form of examination, etc.) is determined by the lecturers in the course information sheet, which is made available to students no later than in the first week of the semester.
- (9) The assessment of learning outcomes in individual subjects must be completed no later than five working days after the last day of the examination period of the semester in question.
- (10) Completion of the course is assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course as stated in the course information sheet. The mark is based on the student's overall pass percentage in all forms of assessment of learning outcomes, with a pass mark of at least 60 % being required to pass the course.

Classification scale	
The classification level reflects the results	Classification level
Excellent	A (excellent) = 1
Above average	B (very good) = 1.5
Average	C (good) = 2
Acceptable	D (satisfactory) = 2.5
Meeting the minimum criteria	E (enough) = 3
Not meeting the minimum criteria	FX (insufficient) = 4

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- (11) A scale consisting of six grading levels is used to evaluate learning outcomes at the KU Faculty of Arts:
- (12) The faculty may decide for selected courses that they will not be evaluated by a grade and determine other criteria for their successful completion as conditions for obtaining credits.
- (13) A weighted grade point average is used to assess a student's overall academic performance. It is calculated by taking the sum of the student's credit evaluation and the numerical value of the grade for all courses taken during the evaluation period and dividing it by the sum of the credits earned during the period.
- (14) The defence of the final thesis and the state examination are courses and credits are awarded for their completion.
- (15) The overall result of the state examinations shall be determined as the average of the marks in the individual parts as follows: A - average from 1.00 to 1.25 inclusive, B - average from 1.26 to 1.75 inclusive, C - average from 1.76 to 2.25 inclusive, D - average from 2.26 to 2.75 inclusive, E - average from 2.76 to 3.00 inclusive.
- (16) The overall evaluation of the study programme is carried out after all the obligations prescribed by the study programme have been fulfilled, including the passing of state examinations. It is expressed by grades: passed with distinction, passed, failed.
- (17) Upon successful completion of the state examination and the defence of the final thesis, a student is graded "passed with distinction" if his/her weighted study average for the entire study is not more than 1.30, inclusive, and in all parts of the state examination he/she has been graded only with grades A or B in the regular term, where the number of grades with grade A may not be less than the number of grades with grade B. In all other cases, the grade shall be 'pass'.
- (18) If any subject of the state examination has been graded FX, the overall grade of the state examination is "fail".

Article 12

Recognition of completed parts of studies

- (1) Completion of part of your studies at another university is formally conditional on: an application for exchange studies, a study contract and a transcript of the results of your studies. It is carried out in accordance with § 7 of the Decree of the Ministry of Education and Science of the Slovak Republic No. 614/2002 Coll. on the credit system of study as amended and according to the relevant internal regulations of the University.
- (2) A student may apply to the Dean of the Faculty for recognition of completed courses, or transfer of credits and grades, if the time elapsed since their completion is less than 5 years. Credits earned for the successful completion of a course in the Bachelor's degree programme cannot be recognised in the Master's degree programme. The application must be submitted to the Registrar's Office or to the study department of the faculty concerned.



Article 13

Change of study programme and change of study form

- (1) The dean may, upon written request of the student, authorize a change of study programme within the same field of study or in a similar field of knowledge.
- (2) A student may apply for a change of study programme within KU before the beginning of the academic year after successfully completing one year of study, no later than 31 August. A student from another university may apply for a change of study programme until 31 July.
- (3) A change of study programme within the same field of study or combination of fields of study carried out at the faculty is authorised by the dean; if the change is to be made between KU faculties, it is authorised by the dean of the receiving faculty. A prerequisite for authorising a change of study programme is the acquisition of at least 40 credits in full-time study or 30 credits in part-time study in the last year of study. The written request is addressed to the dean of the faculty concerned. The dean may request the opinion of the head of the department providing the relevant study programme. The change of study programme shall be made on the date of enrolment.
- (4) For successful completion of studies, the student is obliged to fulfil the conditions set out in the study programme in which he/she is studying after the change.
- (5) A change in the form of study from full-time to part-time or from part-time to full-time is considered a change in the study programme.
- (6) For compelling reasons, the dean of the faculty concerned may allow a student to change the study programme and change the form of study even if the conditions set out in paragraph 3 of this Article are not fulfilled.
- (7) A student may request a transcript of the results of his/her studies pursuant to Section 67(5) of the Higher Education Act for a fee in accordance with the applicable tuition and fee guidelines.

Article 14

Evidence of studies

- (1) Evidence of studies at the Faculty of Arts of KU are: student ID card and transcript of study results.
- (2) A student ID card is a document confirming a student's legal status, which entitles him/her to enjoy the rights and benefits of a student arising from the law, from the internal regulations of the university and from agreements with other legal entities. This document also serves to prove the data entered therein. The student card shall be issued to the student after registration in the register of students. It shall be issued by the College. It indicates, among other details, the period during which the student has fulfilled the conditions for continuing his or her studies; it also bears the holder's likeness. The student card uses a uniform data structure specified by the Ministry of Education and Science of the Slovak Republic in Methodological Guideline No 16/2014 on the use, structure and technical design of the student card.

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- (3) The statement of learning outcomes is a document containing data on the study obligations that the student has fulfilled within the study programme. The statement of learning outcomes is issued by the faculty.

Article 15

Thesis

- (1) The final thesis, which together with the defence forms one course, is also part of the study of each study programme. The defence of the final thesis is one of the state examinations.
- (2) The thesis is:
 - a) Bachelor thesis,
 - b) Thesis,
 - c) Dissertation.
- (3) The bachelor's and master's thesis should demonstrate the student's ability to work creatively in the field of study in which he/she has completed the study programme.
- (4) The dissertation demonstrates the ability of independent scientific and conceptual activity.
- (5) The course of the dissertation defence is further specified in the Directive on Doctoral Studies.
- (6) The basic requirements that must be met by a thesis are specified in the Rector's Directive on the requirements for thesis, rigor and habilitation theses, their bibliographic registration, originality control, preservation and accessibility.
- (7) By the end of October, the faculty's training department will publish in the academic information system the thesis topics for students in the penultimate years of the first, second and combined first and second cycle of studies. The thesis topics are listed in the academic information system by the thesis supervisor and approved by the head of the thesis supervisor. Students choose their thesis topic no later than the end of the month following the publication of the topics.
- (8) The student of the penultimate year registers electronically with the supervisor or the supervisor of the thesis in the academic information system. On the basis of an agreement between the thesis supervisor and the student, a thesis assignment protocol is drawn up in the academic information system and approved by the head of the thesis supervisor by 31 January of the academic year at the latest.
- (9) The student has the right to propose his/her own topic and the supervisor or the supervisor of the final thesis to the supervising department in writing by the end of November of the penultimate year of study. Within 30 days, the head of the training institute shall comment on the student's proposal in writing, with the right not to approve the proposed topic and the supervisor or the supervisor of the thesis. Approval is also deemed to be confirmation of the topic in the academic information system.
- (10) The final thesis will be prepared by the student under the guidance of the supervisor or the supervisor of the final thesis. Supervisor or thesis supervisor in the academic information system

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grades the final thesis and writes a commentary on the evaluation, lists any questions for the defence of the thesis and fills in all other mandatory items.

- (11) Before submitting the thesis, the student is obliged to upload the electronic version of the thesis to the Central Register of Theses, sign the electronic license agreement and the originality check protocol.
- (12) The final thesis together with the prescribed documents is handed in by the student to the study department of the faculty. The deadline for submission, the number and form of copies are determined by the schedule of the respective academic year and the directive on the completion of studies at the Faculty of Arts of KU.
- (13) In the case that both the supervisor and the opponent have classified the thesis with the grade FX, the thesis is not forwarded for defence and the student has to rework and resubmit it within the deadline set by the faculty schedule. With the consent of the head of the relevant department, the student may change the topic of the thesis as well as the supervisor of the thesis.
- (14) The student has the right to participate in the defence of the final thesis even if the supervisor or the opponent evaluated the final thesis with the classification grade FX.
- (15) If the supervisor or opponent of the thesis is not a member of the examination committee, he/she may be invited to the defence of the thesis and has an advisory vote in its evaluation. The result of the thesis defence shall be decided by the examination committee by vote. In the event of a tie, the vote of the chair of the examination committee shall be decisive.
- (16) The result of the final thesis defence is evaluated by classification grades A to FX. If the result of the defence is FX and the student has been evaluated by the supervisor and the opponent of the thesis in the range of qualification grades A - E, he/she may defend the thesis again in the correction period.
- (17) The final thesis is prepared in Slovak, and if the dean of the relevant faculty agrees, also in another language, usually English. In study programmes focusing on foreign languages, the final thesis is usually prepared in the languages of these study programmes.

Article 16

State and rigorosum examinations

- (1) In order to graduate from the university, it is necessary to pass a state examination or state examinations, which are conducted in accordance with Section 63 of the Higher Education Act.
- (2) The state examination may consist of several parts. The parts and subjects of the state examination are determined by the study programme.
- (3) State examinations are oral, written or practical. The faculty shall publish the form of the state examination and the theses of the subjects of the state examination on its website no later than by the beginning of the winter semester of the academic year in which the state examinations are to be held.


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- (4) State examinations are held on dates determined by the dean in accordance with the study schedule and published at least 6 weeks prior to their holding on the faculty's website.
- (5) A student may take the state examination after fulfilling the obligations set by the study programme if:
 - a) obtains at least enough credits to have the necessary number of credits for the proper completion of studies after obtaining credits for successful completion of the state examinations,
 - b) successfully completes all prescribed compulsory subjects, except for state examinations,
 - c) successfully completes compulsory elective and elective courses in the composition determined by the study programme,
 - d) has settled all financial obligations to the faculty and the university, especially tuition and fees related to studies.
- (6) The student shall register for the state examination via the academic information system at least 21 days before the date set for the state examination.
- (7) If serious circumstances prevent a student from attending the state examination, he/she may request in writing to the Dean in advance or no later than three days after the date of the state examination for permission to postpone the date of the state examination. Unexcused absence from the state examination shall be graded with a grade of FX.
- (8) A student may repeat the state examination twice, at the latest on a date that does not exceed the standard length of study at the relevant level of higher education by more than two years. He/she shall repeat the part of the state examination in which he/she obtained an FX grade. In the event of failure in all three terms of the state examination, he/she shall be excluded from studies for failure to meet the requirements of the study programme and of the faculty and the University.
- (9) Graduates of study programmes who have obtained a Master's degree or similar study programmes abroad may apply to take the rigorosum examination and defend their rigorosum thesis in the same field of study in which they obtained their higher education or in a related field of study.

Article 17

Completion of studies and evidence of graduation

- (1) The study is properly completed by graduation according to the relevant study programme.
- (2) A student duly completes his/her studies according to the relevant study programme of the first, second or combined first and second degree if:
 - a) has successfully completed all the prescribed study requirements of the study programme and has obtained the specified number of credits in the prescribed composition as a prerequisite for participation in the state examination,
 - b) has successfully passed the state examination or state examinations prescribed by the study programme - including the defence of the final thesis.

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- (3) The date of proper completion of studies is the date of fulfilment of the last of the conditions prescribed for the proper completion of studies of a given study programme.
- (4) In addition to regular graduation, studies at KU will be terminated:
- a) by dropping out,
 - b) by exceeding the standard length of study in the full-time form of study by more than two years of study, in the part-time form of study by more than three years, with the date of completion of studies being the end of the academic year in which the student was to complete his or her higher education studies,
 - c) expulsion from studies for failure to meet the requirements arising from the study programme and study regulations, or expulsion from studies for a disciplinary offence, the date of termination of studies being the date on which the expulsion decision became final,
 - d) the entry into force of a decision on the invalidity of a state examination or part thereof pursuant to Section 108f(1) in the context of lower-degree studies, if the relevant education is a condition for admission to the ongoing study of a higher-degree study programme,
 - e) by waiving the academic degree awarded on completion of a lower-degree programme if the degree is a prerequisite for admission to a higher-degree programme of study in progress,
 - f) cancellation of the study programme if the student does not accept the university's or faculty's offer to continue his/her studies in another study programme, the date of termination of studies being the date on which the university announced the cancellation of the study programme,
 - g) death of a student.
- (5) Exceeding the standard length of study of the respective study programme taking into account the total duration of study in the respective higher education level or concurrent study in several study programmes in the respective higher education level in one academic year or part thereof results in the student's obligation to pay the KU Faculty of Arts annual tuition fee for each additional year of study specified in the internal regulations of the University.
- (6) Evidence of the proper completion of studies of an accredited study programme and of the acquisition of the relevant academic degree are: a university diploma, a certificate of state examination and a diploma supplement.
- (7) A university diploma is a document certifying the completion of an accredited study programme and the relevant field of study and the award of an academic degree. It is issued by the university. The diploma shall bear: the graduate's name and surname, the matriculation number of the diploma, the name of the university, the name of the faculty, the name of the field of study, the name of the study programme, the academic degree, the signature of the rector and the dean of the faculty, if the study programme was carried out at the faculty, the date of graduation and the stamp of the higher education institution. The diploma is usually awarded at an academic ceremony.

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- (8) The State Examination Certificate is a proof of passing the State Examination, its components and its result. It is issued by the University and signed by the Dean of the Faculty.
- (9) The Diploma Supplement is a document that contains details of the courses taken in the degree programme. According to Section 8 (2) of the Decree of the Ministry of Education and Science of the Slovak Republic No. 614/2002 Coll. on the credit system of studies, as amended, the information on the system of higher education in the Slovak Republic, which is prepared and published by the Ministry of Education and Science of the Slovak Republic, is a part of the diploma supplement. KU issues a diploma supplement to all graduates free of charge in Slovak and English.
- (10) Certificates of graduation shall be issued within 30 days of the regular completion of studies, normally at an academic ceremony, unless the graduate agrees to a later issuance of these documents.

Article 18
Interruption of
studies

- (1) The interruption of the study programme is permitted by the dean on the basis of a reasoned request of the student.
- (2) Interruption of studies in the first year is possible only after the end of the winter semester. The interruption of studies refers to a complete part of the study (semester, year). The application for interruption of studies is addressed to the Dean of the Faculty and is submitted to the Study Department at least three weeks before the beginning of the semester. Exceptions in exceptional and unforeseen cases (e.g. sudden serious health problems) are decided by the Dean of the Faculty. The decision to interrupt studies is delivered to the student in person or by post in his/her own hands.
- (3) The student may request in writing to interrupt his/her studies:
 - a) for a maximum of three academic years due to parental leave,
 - b) for a maximum of two academic years for health or other serious personal reasons (on presentation of verifiable evidence),
 - c) for a maximum period of one year without giving any reason.
- (4) At the end of the interruption period, the student must present himself/herself for re-enrolment, otherwise his/her studies will be terminated.
- (5) During the interruption of studies, the student is not entitled to the rights and obligations of a student, nor is he/she a member of the academic community.

Article 19
Leaving the study

- (1) Dropping out can occur for reasons including:
 - a) on the basis of the student's own decision;



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- b) permitting the student to enrol at another university or faculty of KU after meeting the conditions set out in its study regulations on the basis of a written request from the student;
 - c) if the student fails to appear for enrolment in the next period of study or fails to appear for re-enrolment after an interruption following a notice to appear for enrolment within 10 working days of receipt of the notice; the student may request an extension of this period for medical reasons which prevent him/her from appearing for enrolment, otherwise the day by which the student should have enrolled for the next period of study or re-enrolled shall be deemed to be the day on which the student abandoned his/her studies.
- (2) The student shall notify the Dean of the Faculty in writing of his/her withdrawal from studies.
 - (3) The date of termination of studies is the date on which the faculty receives the student's written declaration of withdrawal from studies.
 - (4) In the event of dropping out, a certificate of completion may be issued to the student if requested. The certificate shall be issued for a fee in accordance with the current fee schedule.
 - (5) A student who has abandoned his/her studies may be readmitted to the KU Faculty of Arts only on the basis of a new admission procedure.

Article 20

Exclusion from studies

- (1) For a particularly serious violation of obligations within the meaning of Section 72(2)(c) of the Higher Education Act, the dean may decide on expulsion from studies.
- (2) A student who fails to meet the requirements arising from the study programme and the study regulations of the faculty and the university is expelled from studies pursuant to Section 66(1)(c) of the Higher Education Act.
- (3) The decision to exclude the student must be in writing. It must contain: the statement, the reasons, an instruction on the possibility of submitting a request for its review, the registration number under which the decision is registered, the date and place of its issuance, the official stamp, and the signature of the dean or the rector. The decision must be delivered to the student by hand.
- (4) The date of termination of studies shall be the date on which the decision on exclusion from studies became final.
- (5) The student may submit a request for a review of the decision on exclusion from studies within eight days from the date of its delivery. The application shall be submitted to the authority which issued the decision. If that authority is the dean, he or she may grant the application and vary or reverse the decision. If he or she does not grant the request, he or she shall forward it to the Rector within 15 days of receipt by the faculty. The rector shall review the decision of the dean and, if it is contrary to law or internal regulation

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KU or the faculty, the decision shall be reversed or revoked. Otherwise, it shall deny the request and uphold the original decision.

- (6) The Rector must issue a decision no later than 30 days from the date of receipt of the request for review of the decision by the faculty. The Rector's decision may not be appealed by a request for a review of the decision.
- (7) The proceedings for review of the decision pursuant to Section 72 of the Higher Education Act are not subject to Act No. 71/1967 Coll. on Administrative Proceedings, as amended.

Article 21

Proceedings concerning the student's study rights and obligations

- (1) Proceedings in cases of violation of academic rights and obligations of students are conducted in the first instance at the faculty and are decided by the dean. The Rector decides on requests for review of decisions of the Deans.
- (2) Proceedings concerning the authorisation of interruption of studies and recognition of courses or transfer of credits shall begin on the date on which the student has submitted a written request in this respect. If the application does not contain the necessary information, the dean shall invite the student to complete the application or to provide the necessary explanation within a reasonable period of time. The dean shall issue the relevant decision within 30 days of the date of initiation of the procedure. This time limit shall not include the time during which the student has been given time to complete the application or to provide an explanation. If the Dean fails to make a decision within 30 days, the student may request that the Rector declare the Dean's obligation to act and decide on the matter.
- (3) Proceedings in the matter of non-compliance with the requirements arising from the study programme and the study regulations shall commence on the date of the dean's decision.
- (4) Proceedings in the matter of expulsion from studies as a result of failure to comply with the requirements arising from the study programme and the study regulations of the faculty and the University shall commence on the date of the decision on expulsion.
- (5) Proceedings and decision-making on the student's study rights and obligations are not covered by Act No. 71/1967 Coll. on Administrative Proceedings, as amended.
- (6) Decisions on matters of a student's study rights and obligations must be made in writing, must contain a statement with reference to the relevant provision of the internal regulation and a statement of reasons on the basis of the facts, unless otherwise provided for in these Study Regulations. The decision must be delivered to the student by hand.
- (7) The faculty's obligation to deliver the decision is satisfied if the student accepts the decision or as soon as it is returned by the post office as undeliverable, or if delivery was frustrated by the student's act or omission. The decision shall also be deemed to have been served if the student refuses to accept the decision.



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Article 22

**Dean's
Award**

- (1) The Dean may award the Dean's Award to the student. The criterion for the Dean's Award is the overall assessment of the student's academic performance "passed with distinction" or the achievement of exceptional results in scientific, artistic or sporting activities, or in social engagement. The award of the Dean's Prize is usually associated with the award of an incentive scholarship to a student for exceptional results in accordance with the KU Scholarship Regulations.
- (2) The Dean may also award the Dean's Award to a student for other significant achievements, especially in the field of faculty development and spreading the faculty's reputation. The award of this prize may be accompanied by a scholarship from the Dean's own resources or by a reward in kind. Further details of the Dean's Award are regulated by the Principles of the Dean's Award of the KU Faculty of Arts.

Article 23

System of study advisers

- (1) The system of study advisers aims to make the university study system more efficient, to help students to orient themselves correctly and to choose subjects efficiently, taking into account the student's own study plan, his/her interest orientation and the real situation on the labour market. It also aims to assist students in their difficulties in studying, in communicating with the environment and has an advisory function in student mobility, or an intermediary function in research, interest and other activities.
- (2) Academic advisers from among the university teachers are appointed and dismissed by the dean.
- (3) A study advisor is usually appointed for a specific year of study, study programme or field of study.
- (4) The advisory and consultancy activities of university teachers result from the employment contract.

Article 24

Doctoral studies

- (1) As a third-level study programme, the doctoral study programme focuses on the acquisition and deepening of knowledge based on the current state of scientific and artistic knowledge and, in particular, on the student's own contribution to it, which is the result of his/her scientific research and independent creative activity in the field of science or art. Graduates of the doctoral study programme receive a third-level university degree. The final thesis of the doctoral study programme is the dissertation.
- (2) The admission procedure for doctoral studies always includes an entrance examination.
- (3) The study according to the doctoral study programme (hereinafter referred to as "doctoral study") is carried out according to an individual study plan under the guidance of a supervisor.

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A condition for the proper completion of doctoral studies is the passing of the dissertation examination, which is one of the state examinations, and the defence of the dissertation as the final thesis.

- (4) Doctoral studies consist of a study part and a scientific part. The study plan is drawn up by the supervisor and submitted to the departmental committee for approval. The study part consists mainly of lectures, seminars and individual study of literature necessary for the focus of the dissertation. The scientific part of the doctoral studies consists of individual or team scientific work of the doctoral student (hereinafter referred to as "PhD student"), which is related to the topic of the dissertation. The scientific part of the doctoral studies is professionally supervised by the supervisor.
- (5) The function of a supervisor for a given field of study may be performed by KU Faculty of Arts teachers and other experts after approval by the Faculty's Scientific Council. The function of a supervisor for the topics announced by an external educational institution may be performed by supervisors approved by this institution. The external educational institution shall provide the scientific and pedagogical characteristics of these supervisors to the Faculty's Scientific Council.
- (6) The supervisor for a given doctoral study programme may be a university teacher or another expert from practice, after approval by the Faculty's Scientific Council. The supervisor must be a tenured professor or an associate professor or a researcher with the academic degree of PhD, ArtD. and with the qualification degree II a, or with the scientific rank of DrSc.
- (7) In addition to the qualification requirements and tasks defined in Article 24(5) and (6) of these Study Regulations, a supervisor in a doctoral study programme must meet the following conditions:
- a) his/her publishing, scientific research and other creative activities are related to the given or related field of study, or study programme in which the supervisor is or is to be active;
 - b) the quality and quantity of his/her published outputs, solved scientific projects and other creative activities is at the required level and is a guarantee of the progress of the respective field of study/programme; at the same time, it is a guarantee of the quality of the PhD student's scientific programme and publication outputs and his/her involvement in the supervisor's scientific projects;
 - c) has achieved new results in science, technology, the arts and/or education that have significantly influenced the development of the field or a related field and are equally valued by the professional community (e.g. citations of papers, art reviews, membership of scientific committees of conferences and scientific organisations, invited lectures, expert and referee activity, etc.).
- (8) Doctoral studies are carried out in full-time or part-time form. Standard length of study for a doctoral study programme



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- a) in the full-time form of study is three or four academic years; the number of credits, the achievement of which is a condition for the proper completion of studies, for a full-time doctoral study programme with a standard length of study
1. three academic years is 180 credits,
 2. Four academic years is 240 credits.
- b) four or five academic years in the external form of study; the number of credits, the achievement of which is a prerequisite for the proper completion of studies, for a doctoral study programme in the external form of study with a standard length of study
1. Four academic years is 180 credits,
 2. Five academic years is 240 credits.
- (9) Part of the full-time doctoral studies is the performance of pedagogical activities or other professional activities related to pedagogical activities to the extent of no more than four hours per week on average per academic year in which the teaching takes place.
- (10) Doctoral studies in a given field of study are monitored and evaluated by a departmental committee established according to the internal regulations of the faculty.
- (11) Graduates of doctoral studies are awarded the academic title "doctor" ("philosophiae doctor", abbreviated "PhD."), which is given after their name.
- (12) The rules of these Study Regulations shall apply to doctoral studies mutatis mutandis, unless otherwise specified.
- (13) Further requirements related to the implementation of doctoral studies at the KU Faculty of Arts are regulated by the Dean's Directive on Doctoral Studies at the KU Faculty of Arts.

Article 25 Final
Provisions

- (1) These study regulations are legally binding for all employees, students and members of the FF KU bodies.
- (2) The Academic Regulations of the KU Faculty of Arts are approved by the KU Academic Senate after approval by the KU Faculty of Arts Academic Senate on the proposal of the Dean with the prior approval of the KU Grand Chancellor. Interpretation of these Study Regulations shall be provided by the Academic Senate of the KU Faculty of Arts where necessary. The interpretation shall enter into force on the date of its publication after prior approval of the interpretation by the KU Grand Chancellor.
- (3) These Study Regulations were discussed and approved by the Academic Senate of KU on 20 June 2023. On this date, the Study Regulations of the Faculty of Arts of KU enter into force.
- (4) The Study Regulations of the KU Faculty of Arts come into force on 1 September 2023. Upon the entry into force of these Study Regulations, the Study Regulations of the KU



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Faculty of Arts dated 26 May 2020 shall be repealed.