

**Faculty of Ecology and Environmental Sciences,
Technical University in Zvolen**

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**Study Regulations of the Faculty of Ecology and
Environmental Science of the Technical University in
Zvolen**

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Study Regulations of the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen

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Study Regulations of the Faculty of Ecology and Environmental Sciences of the Technical University in Zvolen (hereinafter referred to as "Study Regulations")

Article 1 Introductory provisions

- (1) The Study Regulations specify in more detail some provisions of the Study Regulations of the Technical University of Zvolen (hereinafter referred to as "TU Zvolen") and apply to studies in accredited study programmes carried out at the Faculty of Ecology and Environmental Science of TU Zvolen (hereinafter referred to as "FEE").
- (2) The first section of the Study Regulations applies to studies in degree I study programmes (Section 52 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act")) and in degree II study programmes (Section 53 of the Higher Education Act).
- (3) The first section of the Study Regulations applies mutatis mutandis to studies in degree III programmes (Section 54 of the Higher Education Act). Further principles and conditions in degree III study programmes are regulated in the second section of the study regulations: 'Study Regulations for Doctoral Studies at the FEE'.

SECTION ONE

Article 2 Admission to study

- (1) The basic conditions for admission to study are laid down in the Higher Education Act (Section 56). The FEE may determine additional conditions for admission to the study programme in question and the method of their verification (§ 57 of the Higher Education Act).
- (2) FEE will publish the deadline for submission of applications for studies, admission requirements, the deadline and the method of verification of their fulfilment at the latest:
 - a) by 20 September of the academic year preceding the academic year in which the study is to begin if it is a bachelor's study programme or a study programme pursuant to Section 53(3) of the Higher Education Act,
 - b) at the latest two months before the last day for the submission of applications for studies in the case of degree II programmesIf the verification of aptitude for studies includes an entrance examination, the FEE shall also publish the form and framework content of the examination and the method of evaluating its results, as well as information on the number of applicants it plans to admit to study the relevant study programme.
- (3) The Dean of the FEE decides on admission to the study programme.
- (4) The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. It must contain a statement of the reasons for the decision and an indication of the possibility of applying for a review of the decision. It must be hand-delivered to the applicant. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the FEE for 15 days. The last day of that period shall be deemed to be the date of service.
- (5) An applicant may apply for a review of the admissions decision. The application shall be submitted to the authority which issued the decision within eight days of the date of its delivery (Section 58(8) of the Higher Education Act).
- (6) FEE has the right to request information from admitted applicants as to whether they will enrol. The applicant is obliged to provide such information to FEE by the beginning of the academic year (Section 58 (9) of the Higher Education Act). If the applicant does not express interest in the study or does not provide the information within the specified time, the right to enrol in the study programme in question will expire and FEE will cancel the decision not to admit the next applicant in the order of the admission results and issue a new decision on his/her admission to the study.
- (7) An applicant who has received a decision not to be admitted to study has the right to consult his or her admissions file upon request.
- (8) The FEE may accept, normally for one semester, a student from another university for part of his/her studies in the framework of academic mobility without an admission procedure, in accordance with the conditions of the exchange programme or on the basis of an agreement between the receiving and the sending university. Further conditions and requirements are laid down in Section 58a of the Higher Education Act.

Article 3 Enrolment in studies

(1) Upon notification of the decision of the Dean of the FEE on admission to study pursuant to Section 58(7) of the Higher Education Act, the applicant becomes entitled to enrol in a study programme at the FEE. The date, place and method of enrolment shall be determined by the Dean of the FEE.

(1a) Upon enrolment, the student is issued with a student card, which entitles him/her to the rights and benefits of a student and also obliges him/her to fulfil the obligations of a student of the University (Article 4 of these Study Regulations).

(1b) Enrolment in the FEE includes an initial meeting with a study advisor for the purpose of drawing up an annual personal study plan for the first part of the study programme, usually for the first academic year of study. On the day of enrolment, the student submits the annual personal study plan to the FEE study department.

(2) At the time of enrolment, the student determines for himself/herself what part of the obligations prescribed by the study programme he/she wishes to complete in the following period of study to which the enrolment applies.

(3) An applicant's right to enrol under paragraph 1 shall be terminated if he/she answers in the negative to the FEE's question as to whether he/she will enrol or fails to respond by the specified deadline. The right of an applicant who has been admitted conditionally to a course of study to enrol in the course of study pursuant to paragraph 1 shall be terminated if he or she fails to prove that the basic conditions for admission have been fulfilled no later than the date set for enrolment.

(3a) The admitted applicant is obliged to attend the enrolment in person, unless the enrolment is done electronically. The dean of the FEE may excuse the absence from the enrolment in person. If the applicant does not attend the in-person enrolment, does not apologise within 5 days from the date of enrolment, or if the Dean of FEE does not accept his/her apology, or if the applicant does not enrol electronically by the specified deadline, the applicant's right to enrol at FEE is forfeited.

(3b) The provision of paragraph 3a also applies to FEE students enrolling for a subsequent period of study and students whose period of interruption of study has expired. If a student fails to appear for enrolment after the interruption of studies or fails to enrol electronically for the next period of studies, the FEE shall invite the student in writing to appear for enrolment in person within 10 working days of receipt of the invitation. If the student does not appear for enrolment within the specified period after receiving the invitation and does not request an extension of this period for health reasons, the right to enrol for further studies shall be terminated.

(4) A student who has been admitted to study a degree programme in the same field of study or in a related field of study at another university may also enrol in the FEE.

(4a) A student who requests enrolment in the FEE under paragraph (4) shall, as a rule, 30 days before the date set for enrolment, apply in writing to the Dean of the FEE to be allowed to enrol. He/she shall attach the following documents to his/her request:

- a) A decision to enrol at another university or a confirmation of studies from another university;
- b) A transcript of the results of previous studies at the university, if any.

(4b) A student who has been granted enrolment in the FEE pursuant to subsection (4) shall as a rule commence the study of the first part of the relevant study programme. The student shall have the right to apply for recognition of examinations and study results with regard to the content of the courses taken during previous studies at another higher education institution in accordance with Article 12, paragraphs 11 and 12, of these Study Regulations.

Article 4 Rights and Obligations of TU Students

(1) An applicant admitted to study becomes a student of FEE TU Zvolen from the date of enrolment; a student whose studies have been interrupted becomes a student from the date of re-enrolment (§ 69). If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which his/her studies are to begin, the applicant becomes a student from the beginning of that academic year, unless he/she notifies the university in writing by 15 August before the beginning of that academic year that he/she is cancelling his/her enrolment.

(2) A student ceases to be a student of FEE TU Zvolen from the date of termination of studies pursuant to § 65 (1) and § 66 of the Higher Education Act or from the date of interruption of studies pursuant to § 64 (1) of the Higher Education Act.

(3) 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 the obligations specified in the study programme or study regulations;
- d) respecting the time and capacity constraints imposed by the study regulations and the study programme, to choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity and to choose a teacher for a subject taught by several teachers;
- e) apply to study at another university as part of your studies, including abroad;
- f) participate in research, development or artistic and other creative activities of TU;

- g) participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law;
- h) at least once a year have the opportunity to comment on the quality of teaching and teachers by means of an anonymous questionnaire;
- i) freely express opinions and comments on higher education;
- j) for information and counselling services related to studies and the possibility of graduates of study programmes to be employed in practice; k) if he/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/she will study free of charge in the relevant academic year, if he/she is entitled to free university studies; l) under the conditions specified in Article 13a of these Study Regulations, to change his/her study programme.
- (4) The student's study obligations are derived from the programme of study he/she is studying and the study regulations.
- (5) The student is obliged to comply with the internal regulations of TU and its components.
- (6) The student is also obliged to:
 - a) Protect and make economical use of the property, resources and services of the college;
 - b) pay tuition fees and fees associated with studies in accordance with Section 92 of the Higher Education Act directly to TU or the faculty at which he/she is enrolled and truthfully state the facts relevant for their determination;
 - c) notify FEE of the address for service of documents;
 - d) to appear in person at the written summons of the Rector, the Dean or an employee of TU Zvolen or FEE authorized by them to discuss issues related to the course or termination of his/her studies or related to his/her rights and obligations;
 - e) notify the Dean of FEE in writing of the decision pursuant to Section 70(1)(k) of the Higher Education Act by 30 September of the relevant academic year.
- (7) A student may be subject to disciplinary action for a culpable violation of legal regulations, the TU Statutes or other internal regulations of TU or the faculty at which the student is studying, or for a violation of public order.
- (8) Details of the disciplinary offence procedure are governed by the FEE Disciplinary Regulations for Students.

Article 5 The academic year and its organisation

- (1) The academic year shall begin on 1 September of the current year and end on 31 August of the following year.
- (2) Study at the FEE in one academic year is divided into two semesters, namely winter and summer.
 - (2a) Semesters are divided into a teaching part and a study leave. During the teaching period, students shall undertake the learning activities referred to in Article 6a of these Study Regulations. During the study leave, students shall earn credits by completing courses. If the relevant programme of study provides for prescribed internships, students may take them at any time during the academic year.
- (3) The timetable for the next academic year at FEE is set by the Dean of FEE and published by the Study Department at least 30 days prior to the enrolment of students via the UIS and the FEE website.

Article 6 Degrees, forms and methods of study at FEE

- (1) FEE provides, organizes and ensures higher education in bachelor, engineering and doctoral study programmes.
 - (1a) The standard length of study in the first degree study programmes (hereinafter also referred to as Bachelor's degree study programmes) conducted at the FEE is three years in the full-time form of study and four years in the part-time form of study.
 - (1b) The standard length of study in the study programmes of the second degree (hereinafter also engineering study programmes) carried out at FEE is two years in the full-time form of study, three years in the part-time form of study.
 - (1c) The standard length of study in study programmes of the third degree carried out at the FEE is four years in the full-time form of study and five years in the part-time form of study.
- (2) The study programme can be carried out in the full-time form of study or in the part-time form of study.
- (3) 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 (Section 60(2) of the Higher Education Act).
- (4) The external form of study is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme, to the time intensity of the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity (Section 60(3) of the Higher Education Act).
- (5) Educational activities pursuant to Section 51(2) of the Higher Education Act may be carried out:
 - a) by the attendance method,
 - b) distance method or
 - c) combined method.
- (6) The face-to-face method of learning is based on classes with direct contact between the teacher and the student.

(7) The distance method replaces the direct contact between the teacher and the student by communication through communication means, especially those based on the use of computer networks.

(8) The same methods are used for full-time and part-time study programmes. If the use of the same methods is not possible, any unavoidable differences in the delivery of the full-time and part-time programme of study must not have a negative impact on learning outcomes.

Article 6a Educational activities

(1) Educational activities are mainly lecture, tutorial, major exercises, consultation, professional and operational practice and the final thesis.

(2) The lectures are conducted mainly by university teachers acting as professors and associate professors and selected parts also by university teachers acting as assistant professors (§ 75 (4), (5), (8) of the Higher Education Act), as well as visiting professors, emeritus professors, researchers and experts from practice. Lectures may also be seminars and are open to the public.

(3) In the exercises, students actively apply the issues forming the subject content. Exercises can also be seminars, project work, laboratory work, field trips, etc. Exercises are mainly conducted by university teachers acting as assistant professors, assistant professors and lecturers (§ 75 (8), (9), (10) of the Higher Education Act), but selected parts are also conducted by doctoral students, researchers and practitioners. Exercises take place in the form of regular teaching or in block form. Exercises are not open to the public; only students who have the subject in their annual personal study plan may participate in them.

(4) The main exercises serve to clarify and supplement the theoretical and practical knowledge in the field, to process model projects, term papers, or to verify the practical knowledge acquired in other educational activities. The main exercises are usually full-day exercises and take the form of excursions, field exercises, studio exercises, processing of model projects, cloistered or term papers, etc. The management of the main exercises is mainly provided by university teachers acting in the capacity of professor, associate professor or assistant professor, and doctoral students. The main exercises are not public, and only students who have the subject in question on their annual personal study plan may participate in them.

(5) Consultations allow students to individually develop and clarify professional issues in the subjects studied, but they must not replace parts of the teaching in which the student has not participated. The teacher is obliged to give students the opportunity to consult, and may schedule consultations during the semester or arrange consultations on an individual basis.

(6) The final thesis contains a solution to a professional problem. The student demonstrates his/her knowledge at the level of the qualification of the respective degree of higher education. The topic of the thesis must be in accordance with the content of the relevant study programme. The thesis topics shall be published by the teachers after approval by the guarantor of the relevant study programme by 30 November at the latest.

(7) The student is obliged to participate in educational activities to the extent determined by the course coordinator.

Article 7 Credit system

(1) The organization of all levels and forms of higher education at the TU is based on the credit system, which is implemented in accordance with the Decree of the Ministry of Education and Science of the Slovak Republic on the credit system of studies. The credit system of study uses the accumulation and transfer of credits. It enables the assessment of the student's workload associated with the completion of courses in accordance with the rules contained in the study programme by means of credits.

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

(3) The standard student load for the whole academic year in the full-time form of study is expressed as 60 credits, per semester 30 credits. The standard student workload for a full academic year of part-time study is expressed as 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.

(4) The student receives credits upon successful completion of the course. Credits can be earned only once for a given subject during the study of one study programme.

(5) Completed courses can be recognised and the credits and grades earned can be transferred if they are part of the prescribed study programme as compulsory and compulsory elective courses and have been assessed with grades A to E. Credits earned for the successful completion of a course in the Bachelor's degree cannot be transferred in the second cycle of study. In the same way, credits cannot be transferred for the successful completion of a subject in a course of study which has already been duly completed and awarded an academic degree. The student shall make up the missing credits in his/her study plan by taking other courses designated by the programme guarantor.

Article 8 Study Programme, Curriculum

(1) A programme of study is a set of courses consisting of learning activities, a combination of these activities and a set of rules designed so that successful completion of these learning activities, while respecting these rules, makes it possible to obtain a higher

education degree.

(2) The final thesis, which together with its defence constitutes one course, is also part of the study according to each study programme; the defence of the final thesis is one of the state examinations. With the consent of the FEE, the thesis may also be written in a language other than the national language. In such a case, it shall include an abstract in the national language. Except in the case of Section 63(11) of the Higher Education Act, the student's written consent to publish and make the thesis available to the public pursuant to Section 63(9) of the Higher Education Act for the period of its retention pursuant to Section 63(7) of the Higher Education Act without remuneration shall be a condition for admission to the defence of the thesis.

(3) The study programme must contain the elements listed in Section 51(4) of the Higher Education Act.

(4) 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 within the standard length of study corresponding to the study programme. The study plan determines the time and content sequence of the subjects of the study programme and the forms of assessment of the study results.

(5) The student draws up his/her own study plan within the defined rules and in accordance with the FEE study regulations, either on his/her own or in cooperation with a study advisor (further regulated in Article 10 of these study regulations).

(6) The FEE has study counsellors to advise students in the preparation of their study plans. The study advisor is appointed from among the university teachers and dismissed by the Dean of FEE.

(7) In justified cases, a student may request an individual study plan from the Dean of FEE (further regulated in Article 8a of these Study Regulations).

Article 8a Individual study plan

(1) A student with specific needs (within the meaning of §100 (2) of the Higher Education Act) may apply to the Dean of FEE for study according to an individual study plan. Together with the application, the student submits the requirements in accordance with § 100, paragraph 3 of the Higher Education Act. The dean shall grant the student's request if the student agrees to an assessment of his/her specific needs; such a student is entitled to support services during his/her studies according to the extent and type of specific need.

(2) In addition to the students referred to in paragraph 1, students may also apply for an individual study plan in the event of serious and long-term health problems, care for a family member, maternity leave, participation in educational activities abroad, representation of FEE, TU Zvolen or Slovakia at cultural, scientific and sporting events, or for other serious reasons that prevent the student from participating in the full-time form of study.

(3) An application for an individual study plan is normally made before the start of the academic year and may be granted for a maximum of one academic year, even repeatedly.

(4) If the Dean of the FEE authorises a student to study according to an individual study plan, the student is not obliged to attend compulsory forms of teaching according to the planned timetable, but he/she shall take the subjects included in his/her annual personal study plan to the extent and under the conditions set individually by the course leader.

(5) After the approval of the individual study plan, the student is obliged to immediately ask the course tutors to set the conditions for taking the courses according to the individual study plan. While studying according to the individual study plan, the student may also take examinations during the semester in agreement with the examiner. The other provisions of these Regulations shall apply in full to a student studying under an individual study plan.

Article 9 Study programme subjects

(1) The study programme is divided into subjects. Each subject is uniquely identified by its code and name. Basic data on the nature of the course are given in the course information sheet. A model of the course information sheet is given in the Decree of the Ministry of Education and Science of the Slovak Republic on the credit system of study.

(2) Courses included in the study programme are divided into:

- a) mandatory (P),
- b) compulsory elective (PV),
- c) Selection (V).

(2a) Compulsory subjects (P subjects) are the basis of the study programme and their successful completion is a prerequisite for successful completion of the study programme.

(2b) Compulsory elective subjects (PV subjects) are the core subjects of the study programme, which enable the student to acquire more detailed knowledge and knowledge in the selected subject. The condition for successful completion of the study is the acquisition of a specified number of credits for PV subjects in accordance with the relevant study programme.

(2c) Elective courses (V courses) are other courses that a student has the opportunity to enrol in to supplement his/her studies and to obtain a sufficient number of credits in the relevant part of the study, they represent an additional offer of courses to

supplement professional knowledge and skills. V subjects are considered to be not only V subjects of the own study programme, but also P, PV and V subjects from other study programmes provided at the FEE or at other faculties of TU Zvolen. Subjects taught at other universities may also be recognised as V subjects within the framework of the applicable rules.

(3) The subject leader is responsible for the provision of the subject. The course tutor is appointed by the Dean of FEE on the proposal of the study programme guarantor. The course tutor is obliged to:

- a) publish a course information sheet and, no later than the first week of the semester in question, a detailed timetable of the learning activities and the conditions for taking the course;
- b) publish question papers and examination dates no later than one week before the end of the teaching part of the semester via the university's information system or by other available means.

(4) Subjects included in the study programme are divided into:

- a) courses without continuation; enrolment in such a course is not contingent on the completion of another course;
- b) subjects conditional upon successful completion of other subjects; a student may enrol in a conditional subject only after successful completion of specified prerequisites (prerequisites).

Article 10 Annual personal study plan, enrolment and completion of courses

(1) The student chooses and enrolls in courses by drawing up an annual personal study plan. The annual personal study plan is an inventory of the courses the student plans to take in each semester of the academic year. The student must enrol in the annual personal study plan at least enough courses to enable him/her to complete successfully enough credits in a given period to satisfy the requirement for continuing studies.

(2) At the time of enrolment or at the time of further establishment of the annual personal study plan, the student determines for himself/herself what part of the obligations prescribed by the study programme he/she will fulfil in the following academic year.

(2a) The annual personal study plan is drawn up by the student on the basis of:

- a) the recommended study plan for the relevant study programme;
- b) FEE Study Regulations;
- c) annotations of subjects in their fact sheets;
- d) consultation with a study counsellor.

(2b) When drawing up annual personal study plans, the student shall choose subjects in such a way that:

- a) during the course of study, the student has obtained sufficient credits for successful completion of the relevant study programme;
- b) successfully completed all compulsory subjects during the studies;
- c) during the course of studies, successfully completed the compulsory elective courses at least to the extent specified by the relevant study programme;
- d) preserved the continuity of the conditioning and conditional subjects;
- e) in the academic year he/she has obtained at least 36 credits in the full-time form of study and at least 28 credits in the part-time form of study. This does not apply to the establishment of a study plan in the final year of study if the student has sufficient credits accumulated during the previous year of study.

(2c) During the course of study in the study programme at level II, a student has the possibility to enrol additionally in compulsory electives and elective courses offered in particular in his/her study programme at level I, if he/she has not already taken them in the previous level of higher education.

(3) The student draws up an annual personal study plan individually and submits it to the study department within the specified deadlines and in the specified manner. Students starting a programme of study shall draw up and submit an annual personal study plan on the day of enrolment (in accordance with Article 3(1b) of these Regulations). The student is responsible for the correct preparation of the study plan. The preparation of the annual personal study plan for the other parts of the study programme, i.e. for the following academic year, shall be prepared during the previous academic year by means of pre-registration of courses.

(4) If a student is unsuccessful in a compulsory course, he/she must re-enrol the course in the student's annual personal plan during the following year of study. After the second unsuccessful completion of a compulsory subject, the student is expelled from the study (Section 66(1)(c) of the Higher Education Act).

(5) If a student unsuccessfully completes a compulsory elective course, he/she must re-enrol it in the student's annual personal plan during the next study period or may enrol in another compulsory elective course instead. After the second unsuccessful completion of a compulsory elective subject, the student is expelled from the course of study (Section 66(1)(c) of the Higher Education Act).

(6) If a student is unsuccessful in an elective course, he/she may re-enrol in it during the course of his/her studies in the student's annual personal plan, or he/she may enrol in another elective course instead, or, if he/she has achieved a sufficient number of credits, he/she may not enrol in any elective course at all. A student must successfully complete the re-enrolled elective course if he/she has not achieved a sufficient number of credits. If a student fails a repeated elective course, then its further inclusion in the annual personal study plan is inadmissible.

(7) When re-enrolling in a compulsory, compulsory elective or elective course, the course tutor may recognise the student's learning outcomes achieved in the first attempt to pass the course, or part thereof. In the same way, the course tutor may recognise the student's study results which are in accordance with the content of the course and which the student has demonstrably completed during his/her previous studies at TU Zvolen or at another higher education institution.

(8) If a student has enrolled in the annual personal study plan a course that is conditional on another course and has failed this conditional course, he/she is obliged to request the study department to make corrections in the annual personal study plan at the latest before the beginning of the teaching part of the semester in question. Failure to comply with this condition shall be considered a breach of the FEE internal regulations.

(9) If a student has enrolled in an annual personal study plan a subject that will not be taught in the semester in question, he/she may enrol in another subject that will be taught instead. The student may make this change to his/her study plan at the latest before the start of the teaching part of the semester in question via the study department.

(9a) A student may also request further justified changes to the annual personal study plan at the latest before the start of the teaching part of the semester in question. These changes shall be made by a member of the Dean's Office staff only with the approval of the Vice-Dean for Teaching, and no later than the first week of the semester in question.

(9b) Disputed cases in changing a student's annual personal plan shall be resolved by the Dean of the FEE by the end of the second week of the teaching part of the semester.

(10) In order to successfully complete the course, the student is required to participate in the teaching to the extent specified in Article 6a, paragraph 7 of these study regulations. The absence of a student from the compulsory parts of the course to the extent specified by the course leader is dealt with by the course leader on an individual basis. Disputable cases shall be resolved by the Dean of FEE.

Article 11 Assessment of learning outcomes

(1) The evaluation of the student's learning achievements in the course of studying the subject is carried out mainly:

- a) continuous control of study results during the teaching part of the study period (evaluation of assignments, reports, tests, independent works, answers to control questions, etc.);
- b) by examination in the subject.

(1a) The assessed activities within the study of the course are set out by the course tutors in the course information sheets.

(2) 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 result of the examination is recorded in the examination report in the UIS and in the study report (index) and can be shown by the student or graduate at any time.

(3) The marking is based on a grading scale consisting of six grading levels:

A - excellent (outstanding results) = 1 (95-100 points obtained);

B - very good (above average results) = 1.5 (85 - 94 points);

C - good (average results) = 2 (75 - 84 points);

D - satisfactory (acceptable results) = 2.5 (65 - 74 points);

E - sufficient (results only meet the minimum criteria) = 3 (60 - 64 points);

FX - Inadequate (results do not meet even the minimum criteria) = 4 (less than 60 points).

(4) A student receives credit for a course that is graded with a grade and passes the course if the student's performance has been graded at any of the grading levels from A to E.

(5) Selected courses offered at FEE are not graded, but other criteria must be met for successful completion, which are set out in the course information sheets. Successful completion of the course will earn the student credit for the course. Successful completion of such courses will be recorded as 'credited' in the examination report in the UIS and in the study record (index), no later than 5 days after the credit has been awarded. It is the student's responsibility to record the successful completion of the course ending with credit on the record of studies, and the teacher who awarded the credit is responsible for recording it on the examination report in the UIS.

(5a) Disputed cases in the evaluation of learning outcomes are resolved by the head of the department providing the course. If the head of the department is also the course leader, examiner or teacher of the course, the dean of the FEE shall resolve disputed cases.

(6) A weighted grade point average is used to assess a student's overall academic performance over a defined period of time.

It shall be calculated by adding the products of the number of credits and the numerical assessment referred to in paragraph 3 for all the courses enrolled by the student during the assessment period and dividing the result by the total number of credits enrolled in the courses during the period. A grade of 4 shall be included in the weighted grade point average for courses taken and not taken. Courses which are not graded (paragraph 5 of this Article) shall not be included in the calculation of the weighted average.

Article 12 Examinations

(1) The examination tests the student's knowledge and abilities in the relevant subject and his/her ability to creatively apply the theoretical knowledge and practical skills acquired through the study of the relevant subject within the study programme. The form and content of the examination must be in accordance with the course information sheet and the lecturer is obliged to acquaint students with them at the beginning of the semester. The examination may be written, oral based on written preparation, practical, or a combination thereof.

(2) In a course in which the fulfilment of the conditions set by the continuous monitoring of learning outcomes during the teaching part of the period is prescribed, this fulfilment is a condition for participation in the examination.

(3) The examiner is usually the course instructor or a university teacher in the capacity of professor or associate professor. The Dean of the FEE may also delegate the examination to other university teachers who teach the subject in question.

(4) A course whose overall assessment consists of an interim assessment of learning outcomes during the teaching part of a given period and an examination shall have a set ratio in which a nominal 100% is divided between the interim assessment and the examination. This distribution is the responsibility of the course tutor, and the ratio for the continuous assessment must be between 20% and 40%. In this case, the results of the interim assessment during the teaching part of the period will count towards the student's mark in the examination for the subject concerned.

(5) The dates of examinations are announced through the University Information System (UIS). The head of the department providing the course is responsible for announcing a sufficient number of dates and for ensuring that they are kept. In the event of the absence of an examiner, the head of the department providing the course is obliged to arrange for a substitute. During periods of study leave, the examiner is obliged to announce at least three examination dates at least one week before the end of the semester and for at least 1.5 times the number of students who have registered for the course. Examination dates are normally announced evenly throughout the study leave.

(5a) The examiner may, in justified cases, announce additional dates for examinations, including during periods outside the study leave, in such a way that teaching according to the applicable timetable and study schedule is not disrupted. Further examination dates must be announced at least one week in advance and no later than 31 July each year.

(6) Unexcused absence from the examination on the date for which the student has registered shall be assessed by the examiner with the mark "FX - insufficient". The student may excuse himself/herself within 5 days after the examination date. If the examiner accepts the excuse, then the student's mark shall be cancelled and the student shall not forfeit the right to sit the examination unless this is in contravention of paragraph 8 of this Article.

(7) The student shall be graded on the examination according to the grading scale in Article 11, paragraph 3 of these Study Regulations. If the student has been graded in the examination with any of the grading grades from A to E, the examiner shall enter the resulting examination grade in the study report (index) and in the examination report in the UIS. The FX grade shall only be entered in the examination report in the UIS. It is the student's responsibility to enter the mark in the study report, and the teacher/examiner's responsibility to enter it in the UIS examination report within 5 working days of the examination. Every student has the right to be informed about the marking of his/her examination, about the errors and the correct solution.

(7a) A student has the right to refuse the recording of the final grade by grading grades A to E and to request the examiner to allow the student to correct his/her score at the next examination date if he/she is entitled to do so under paragraph 8. In this case, the examination date shall not be counted as passed and the examiner shall not mark the student's grade.

(8) The student has the right to take the examination in the regular term and in two make-up terms in each subject, even when re-enrolling in the subject. In the event that the student does not attend the regular term during the period of study leave, the student loses the right to the regular term and this term is evaluated with the grade "FX - insufficient".

(8a) A student shall not be entitled to have further terms announced if the terms have been announced at least to the extent set out in paragraph (5).

(9) The student or the examiner may, in justified cases, request the Dean of the FEE to conduct the examination by commission. The board examination is not an additional examination date. The committee shall have at least three members, appointed by the Dean of the FEE after considering a proposal from the head of the department providing the course. The member of the committee shall also be the original examining teacher. The form and content of the board examination must be identical to that of the examination. The board examination may also include an examination of the results of the continuous study control.

(9a) The Dean of the FEE shall make a decision on the application for a board examination within 5 working days and shall notify the applicant and the head of the department providing the course of his/her decision.

(9b) The examination board shall write a record of the course and result of the board examination, which shall be immediately submitted to the study department of the Dean's Office of the FEE, and the final grade of the board examination shall be entered by the original examining teacher in the study report and in the examination report in the university information system. The board examination must take place by 31 July at the latest.

(9c) A student shall not be entitled to a date for a board examination if the dates of the examinations have been announced at least to the extent specified in paragraph 5 and the board examination can no longer be conducted within the announced dates.

(10) The period of validity of examinations and credits from previous studies at TU Zvolen for courses re-enrolled in further studies is determined by the maximum permissible period of study according to the study programme, which is determined by the sum of the standard length of study and its overrun by two years. An examination or credits for a course successfully completed in accordance with Article 11(5) of these Study Regulations may be recognised by the Dean's Office after approval by the Dean. The Dean of FEE may seek the opinion of the relevant course tutors when deciding whether to recognise examinations and credits.

(11) A student may also apply for recognition of an examination or credits for a successfully completed course according to Article 11, paragraph 5 of these Regulations in a case other than that dealt with in paragraph 10. The application shall be accompanied by an information sheet and, as a rule, the syllabus of the course in question. The student shall apply in writing to the course tutor for recognition of a course successfully completed at TU or another higher education institution. The Dean of the FEE decides on the recognition of the examination and the award of credits in the number determined by the study programme after the opinion of the course tutor and the head of the department providing the course. In the case of recognition of an examination from a course at another university which is not related to courses at TU, the possibility of recognition of the examination shall be expressed by the guarantor of the study programme, who, in the case of a favourable opinion, shall propose the number of credits for such a course.

(12) A student shall always submit a request for recognition of examinations or courses successfully completed according to Article 11, paragraph 5 of these Study Regulations no later than the first week of the semester in which the course is taught according to the study plan.

Article 13 Control of studies and conditions for continuing studies

(1) Control of studies is carried out by the FEE study department mainly on the basis of the number of credits obtained.

(1a) The basis for the inspection are mainly the examination reports in the UIS, the accuracy of which is confirmed by the course coordinators by submitting them to the FEE study department, as a rule, once per academic year, always by 31 July at the latest. Students shall submit their study reports for inspection at the times and in the manner specified by the FEE Study Department.

(1b) For each student, the FEE Study Department checks:

- a) fulfilment of the conditions for the continuation of studies according to the following paragraph 2;
- b) completion of the annual personal study plan for the past academic year and its preparation for the following academic year;
- c) completion of prerequisite courses.

(2) A student may continue his/her studies in the study programme at the 1st and 2nd level of study who:

- a) has obtained at least 10 credits by the date of completion of the study leave after the first semester of studies in the first cycle of studies, if the student is a full-time student, or 8 credits, if the student is an external student;
- b) has obtained at least 36 credits in the full-time form of study or has obtained at least 28 credits in the part-time form of study for each academic year of study of the relevant study programme. This condition applies only for advancement to the next year of study within the standard length of study of the study programme;
- c) successfully completed the compulsory and compulsory elective courses enrolled for the second time in the previous academic year;
- d) has not exceeded the standard length of study by more than two years in the course of study according to the relevant study programme (Section 65(2) of the Higher Education Act).

(3) A student who has not fulfilled the conditions for continuing his/her studies pursuant to paragraph 2, letter a) to c) of this Article shall be excluded from studies pursuant to Section 66, paragraph 1, letter c) of the Higher Education Act. A student who has not fulfilled the condition for the continuation of studies pursuant to paragraph 2(d) of this Article shall be excluded from studies pursuant to Section 66(1)(b) of the Higher Education Act.

Article 13a Change of study programme, change of form of study

(1) A student may change his/her program of study within the same field of study or a related field of study,

(2) The request for change shall be submitted by the student to the Dean of the FEE by 31 July after the conditions for continuation of studies according to Article 13, paragraph 2, letters a) to d) of these Study Regulations have been fulfilled.

(3) A student who is granted permission by the Dean of the FEE to change his/her study programme always starts studying the

first part of the programme.

(3a) When changing the study programme, the Dean of the FEE may decide on the recognition of examinations and credit for courses taken prior to the change.

(4) The duration of the completed study programme before the change of study programme or before the change of study form is counted towards the time of study at the relevant degree level after the change of study programme.

Article 14 Interruption of studies

(1) The study programme may be interrupted at the written request of the student for personal or health reasons. The interruption of studies is authorised by the Dean of FEE.

(2) A student who interrupts his/her studies ceases to be a student on the date of interruption. The decision to interrupt studies shall be delivered to the student in person or by post.

(3) A student whose studies have been interrupted has the right to re-enrol. A student who requests enrolment in studies after interruption of studies is obliged to appear in person for enrolment in studies at the latest on the day of expiry of the period of interruption of studies. The student becomes a student on the date of enrolment after the interruption.

(4) A student may interrupt his/her studies no more than twice, for a total period not exceeding 2 years. The period of interruption of studies is not counted towards the standard length of studies.

(5) If a student, after interrupting his/her studies, wishes to continue his/her studies in a study programme that has lost its accreditation or if the time limit of the accredited study programme does not allow him/her to properly complete his/her studies in the started study programme, the FEE will offer the student an alternative study programme in the same or a related field of study. The student shall then be regarded as having changed his/her programme of study in accordance with Article 13a of these Regulations.

Article 15 Termination of studies

(1) The study is properly completed by graduation according to the relevant study programme. The date of completion of studies is the date on which the last of the conditions prescribed for the proper completion of studies of a given study programme is fulfilled (Section 65(1) of the Higher Education Act).

(2) The study programme may not exceed its standard length by more than two years (Section 65(2) of the Higher Education Act).

(3) In addition to the regular termination of studies, the studies are terminated (§ 66 of the Higher Education Act):

a) by dropping out;

b) by not completing the studies within the time limit set pursuant to Section 65(2) of the Higher Education Act;

c) expulsion from studies for failure to meet the requirements arising from the study programme and the FEE study regulations;

d) expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act;

e) cancellation of the study programme pursuant to Section 87(2) of the Higher Education Act if the student does not accept the university's offer to continue his/her studies in another study programme;

f) death of a student.

(3a) A student may withdraw from studies at any time. He/she is obliged to report this fact in writing to the FEE Study Department.

(3b) If a student ceases to be entitled to enrol in the next period of study of a study programme within the meaning of Article 3, paragraph 3a and 3b of these Study Regulations, then his/her studies shall be terminated within the meaning of paragraph 3, letter c) of this Article.

(4) The date of graduation is also:

a) under paragraph 3(a) of this Article, the date on which the student's written declaration of withdrawal is received by the FEE;

b) under paragraph 3(b) of this Article, the end of the academic year in which the student was due to complete his or her undergraduate studies;

c) pursuant to paragraph 3(c) and (d) of this Article, the date on which the decision on exclusion from studies became final;

d) under paragraph 3(e) of this Article, the date on which the FEE has notified the cancellation of the programme of study.

Article 16 State Examinations, Examination Board

(1) Each study programme must include the passing of state examinations as one of the conditions for successful completion. State examinations are the last condition for successful completion of the study programme.

(2) The state examination shall be held before the examination board for the state examinations (hereinafter referred to as the "examination board"). The conduct of the State examination and the announcement of its results shall be public. The decision of the Board of Examiners on the results of the State examination shall be taken at a closed meeting of the Board of Examiners.

(3) The right to sit for the state examination is limited to university teachers acting as professors and associate professors and other experts approved by the FEE Scientific Council; in the case of bachelor's degree programmes, also university teachers acting as assistant professors with a third-degree university degree.

(4) The chairperson and members of the examination board shall be appointed by the Dean of the FEE from among the persons authorised to examine pursuant to paragraph 3 of this Article. At least two members of the examination board shall be university teachers holding the posts of professor or associate professor; in the case of bachelor's degree programmes, at least one university teacher shall hold the post of professor or associate professor.

(4a) The composition of the examination boards shall be published by the FEE Study Department no later than 10 working days before the state examinations.

(5) The Board of Examiners shall have at least four members. The chairman of the examination board or a member of the examination board appointed by him shall direct the conduct of the state examinations.

(6) The state examination may be taken by the student after fulfilling the obligations stipulated by the study programme. In study programmes at the first cycle and in study programmes at the second cycle at the FEE, a student may apply to take the state examinations only if he/she has fulfilled the following conditions by the deadline set for applying to take the state examinations:

- a) obtained a minimum of 180 credits in bachelor's degree programmes, or 120 credits in engineering degree programmes; in degree programmes in which the student also obtains credits for passing state examinations, the minimum number of credits required to register for state examinations is reduced by the number of credits that the student can obtain in the state examinations;
- b) has completed all compulsory courses prescribed by the relevant study programme;
- c) has completed the compulsory elective courses at least to the extent specified by the relevant study programme;
- d) has repeatedly enrolled in compulsory elective courses or substitute compulsory elective courses;
- e) handed in his final thesis;
- f) completed the prescribed professional practice, if part of the study programme;

(7) State examinations in bachelor and engineering study programmes consist of the defence of the final thesis and state examinations in professional subjects.

(8) The assessment of the state examination is carried out in accordance with the ECTS grading scale. The final evaluation of the state examination is based on the evaluation of its individual parts.

(9) A record of the state examinations shall be drawn up and signed by all members of the board.

Article 17 Final thesis, its evaluation and defence

(1) The final thesis in bachelor study programmes is the Bachelor Thesis (hereinafter referred to as BP), the final thesis in engineering study programmes is the Diploma Thesis (hereinafter referred to as DP). The final thesis contains a solution to a professional problem, the nature of which requires knowledge at the level of the acquired qualification. The final thesis is intended to demonstrate the student's ability to work creatively in the field of study in which he or she has completed the study programme. The thesis may also include textual, map and factual annexes.

(2) The student is obliged to submit the final thesis by the deadline set in the academic year schedule at FEE. Delivery of two hard copies and one CD with the thesis in electronic version to the thesis supervisor is considered as submission of the thesis. The submission of the thesis also includes the submission (insertion) of the thesis in electronic form into the university information system in accordance with the organisational directive on the formalities, bibliographic registration, originality control, storage and access to theses at TU Zvolen. The student is responsible for the correct insertion of the BP or DP into the university information system.

(2a) The supervisor of the thesis is obliged to check whether the thesis has been submitted in accordance with paragraph 2 of this Article and subsequently enter the submission of the thesis in the study report (index) and in the relevant subject in the university information system.

(3) The deliberate use of any material that has been previously published by another author without clearly identifying such material by the use of quotation marks, citation, or other appropriate referencing method (plagiarism) is a violation of the rules of academic ethics and is unacceptable in the writing of bachelor's and master's theses and dissertations.

(4) The thesis is assessed by at least two assessors; usually the supervisor and at least one opponent.

(5) The head of the relevant department or the head of the institute shall determine the opponents on the proposal of the head of the BP or the head of the DP. If the supervisor of the thesis is an expert from the environment outside TU Zvolen, the opponent will be determined by the Dean of FEE. The opponent may be only a person who is an expert in the subject of the thesis topic and works as an employee of FEE or TU Zvolen, or an employee of another faculty or university in Slovakia or abroad, or an

expert from practice.

(6) The evaluation of the final thesis (opponent's opinion) has the character of a written statement containing usually comments and remarks on the final thesis, questions, or even suggestions for the professional debate. The report shall also include an evaluation of the thesis according to the grading scale in Article 11(3). The assessment of the thesis must be uploaded to the university information system at least 5 days before the start of the state examinations and defences of the BP or DP.

(7) The student has the right to get acquainted with the opposing opinions via the university information system at least 3 days before his/her thesis defence.

(8) The defence of the final thesis is held separately from the state examinations in professional subjects and is public. The defence of the final thesis is conducted by the chairman or a member of the examination committee authorised by him.

(9) During the defense:

a) the student acquaints the committee with the assignment and the aim of the work, briefly describes the procedure and the chosen methods of solution, states the main results or the practical contribution of the work;

b) the thesis supervisor, the opponent, or an authorized member of the examination committee then presents the evaluations, after which the student answers the comments and questions listed in them;

c) a professional debate takes place, where the members of the committee and other attendees ask the student questions related to the topic of the final thesis and the field of study in relation to the topic addressed, thereby examining and evaluating the student's knowledge and his ability to apply the acquired theoretical knowledge, as well as the method of his argumentation and the level of performance.

(10) The defence of the thesis shall be graded according to the grading scale in accordance with Article 11, paragraph 3, without the allocation of points. The Examination Board shall take into account the evaluation of the reports. The result of the defence shall be communicated by the Board of Examiners to the student immediately after the defence has been completed after a short private meeting.

Article 17a State examinations in vocational subjects

(1) The subjects of the state examination are determined by the relevant study programme. The content of the subject of the state examination may be expanded to include the issues of related disciplines and must be published by the subject leader at least 3 months before the date of the state examinations.

(2) The student chooses questions from each subject randomly from a set of prepared questions. The Board must allow the student a reasonable amount of time to prepare an answer.

(3) The state examination in a vocational subject shall be graded according to the grading scale of Article 11, paragraph 3, without the allocation of points. If the examination board decides on the assessment by vote, in the event of a tie, the chairman shall decide.

Article 18 Overall assessment of state examinations and studies

(1) The overall evaluation of the state examinations is determined by the examination board on the basis of the results of the defence of the final thesis and the results of the state examinations from individual professional subjects, taking into account the arithmetic average of the evaluations from individual state examinations, the student's ability to respond correctly to questions in the professional debate and in the debate in the examination of theoretical knowledge from individual subjects, as well as the manner and correctness of his/her argumentation and the level of performance. If the defence of the final thesis or any of the state examinations in professional subjects has been assessed with the grade FX - insufficient, then the overall result of the state examinations is assessed with the grade FX - insufficient.

(2) The evaluation of the entire study is determined by the results achieved during the study and the results of the state final examinations. The overall result of the study shall be assessed by grades:

a) passed with distinction if the student was graded with a grade A in the state examinations, or with a grade B in at most one subject, and achieved a weighted study average of 1.30 or better in the P, PV and V subjects throughout the entire course of study, and was graded with a grade "D" or "E" in at most two subjects;

b) passed, if he/she successfully defended the final thesis and successfully passed the state examinations in professional subjects;

c) failed if the overall result of the state examinations was graded FX - insufficient.

(3) The results of the state examinations and the evaluation of the entire study will be announced by the chairman of the commission immediately after the state examinations in professional subjects are completed.

Article 18a Repeating the State examination

(1) A failed state examination may be repeated once. When repeating the state examination, the candidate will pass only

those subjects in which he/she was evaluated with the grade FX - failed.

(2) A student may apply to take a remedial state examination only if, on the date of the remedial state examination, he or she does not exceed the standard length of study by more than 2 years.

(3) If the student has not defended the final thesis, he/she may take the corrective state examination from the defence of the final thesis only after resubmission of the revised BP or DP, and not earlier than in the regular term of state examinations in the following academic year. If a student has not successfully passed the state examination in a professional subject, he/she may take the remedial examination on the date of the remedial state examinations set by the Dean of the FEE.

(4) A candidate must apply for a retake of the state examination in writing within 5 days of failing the state examinations, but no later than 6 weeks before the date of the retake of the state examinations.

(5) If the content of the professional subject of the state examination changes on the date of the corrective state examination, the candidate is tested on the new content of the subject.

Article 19 Evidence of completion of studies

(1) Evidence of completion of the study programme in the field of study are:

- a) university diploma;
- b) certificate of state examination;
- c) Diploma Supplement.

(2) A university diploma is a document of completion of an accredited study programme in a relevant field of study and of the award of an academic degree. In degree I study programmes, graduates are awarded the academic degree "Bachelor" (abbreviated "B.Sc."), in degree II study programmes, graduates are awarded the academic degree "Engineer" (abbreviated "Eng."). The university diploma is issued by TU Zvolen and is usually handed over to graduates at an academic ceremony.

(3) The state examination certificate is a document of the state examination, its components and its result. It is issued by TU Zvolen. The graduate receives the state examination certificate at the same time as the diploma.

(4) A Diploma Supplement is a document that contains details of the degree programme completed. The Diploma Supplement is issued by TU Zvolen. The graduate receives the Diploma Supplement at the same time as the diploma.

(5) Evidence of graduation is a public record.

Article 20 Tuition fees and study-related fees

(1) In accordance with Section 92 of the Higher Education Act, the student may be obliged to pay tuition and fees associated with his/her studies. It is the student's obligation to pay tuition fees and fees associated with studies in accordance with the organizational directive of TU in Zvolen on tuition fees and fees associated with studies at TU in Zvolen in a proper and timely manner.

(2) Failure to pay tuition fees or fees associated with the study for the relevant academic year within the specified period will be considered as a culpable violation of the student's obligation arising from § 71 (3) (b) of the Higher Education Act and the internal regulations of TU Zvolen with the consequences of the possibility of expulsion from the study pursuant to § 72 (2) (c) of the Higher Education Act in connection with § 66 (1) (d) of the Higher Education Act.

SECTION TWO: STUDY REGULATIONS FOR DOCTORAL STUDIES AT THE FEE

Article 21 General provisions

- (1) Doctoral studies are the highest level of higher education. FEE provides doctoral studies in registered fields of study (Section 50(3) of the Higher Education Act) according to accredited study programmes (Sections 51(1), 54(1) and 83(1) of the Higher Education Act).
- (2) Doctoral studies are carried out in full-time and part-time form. Students in the full-time form of doctoral studies are granted a scholarship (Section 54(18) of the Higher Education Act).
- (3) The full-time form of doctoral studies can also be carried out using the doctoral student's own funds or funds from other sources, e.g. various grants, etc.
- (4) Doctoral studies are conducted according to an individual study plan under the guidance of a supervisor. It takes place at the FEE (training centre) or at an external educational institution with which the faculty has concluded an agreement on doctoral studies (hereinafter referred to as the external educational institution) (Section 54 (12) of the Higher Education Act) and which concludes an individual agreement for each doctoral student.
- (5) The prerequisite for the proper completion of studies is the acquisition of 240 credits in the structure set out in Article 26,
- (6) FEE establishes by special regulation (§ 54 (17) of the Higher Education Act; Organizational Directive of TU Zvolen No.3/2005 Establishment of the Doctoral Study Committee and Appointment of its Members) for each field of study a committee that monitors and evaluates doctoral studies. The University may agree with another university or external educational institution to establish a joint disciplinary committee (hereinafter referred to as the disciplinary committee). If the doctoral programme is delivered in cooperation with an external educational institution, that institution shall be adequately represented on the doctoral committee.
- (7) The Trade Union Committee is appointed by the Dean of the FEE on the proposal of the FEE Scientific Council. The Trade Union Committee consists of a chairperson and at least four other members. At least one of the members of the committee must have the scientific-pedagogical title of professor or the scientific title of doctor of sciences, or be a researcher with the qualification degree I. The other members may be associate professors, visiting professors, visiting assistant professors until the end of their term of office pursuant to Section 113a(6) of the Higher Education Act, staff members with the academic title PhD or ArtD (or the older equivalent CSc., Dr.), or qualified practitioners who have been awarded this academic title (or its older equivalent).

Article 22 Admission to doctoral studies

- (1) At least two months before the last day for the submission of applications for doctoral studies, the Dean of the FEE shall announce the topics of the dissertations that may be applied for in the admission procedure; if the topics are announced by an external educational institution, he/she shall also indicate the name of this institution. The topics proposed by the external training institution shall be subject to the approval of the relevant training institute. For each topic advertised, the title of the field of study, the programme of study, the name of the supervisor, the form of study (full-time, part-time) and the deadline for applications shall be indicated. The topics of the dissertation, together with the above-mentioned particulars, shall be published on the official notice board and in a mass manner in accordance with a special regulation (Section 57(5) of the Higher Education Act and Act No 211/2000 Coll. on free access to information and on amendment and supplementation of certain Acts (Act on Freedom of Information)).
- (2) In the application form for doctoral studies, the applicant shall indicate:
 - a) name and surname, maiden name, titles, birth number, date and place of birth, marital status, place of permanent residence, sex and citizenship of the student and the name, surname and maiden name of the student's parent; in the case of a foreigner, also the place of residence in the Slovak Republic;
 - b) details of previous employment or current employment;
 - c) the selected study programme in the field of study and the selected dissertation topic;
 - d) the chosen form of doctoral studies;
 - e) details of educational attainment, including grades, and achievements in extracurricular activities related to the study programme to which the applicant is applying.
- (3) The application must be accompanied by:
 - a) Biography;
 - b) a copy of the proof of payment of the admission fee;
 - c) certified photocopies of evidence of graduation (university diploma, state examination certificate, diploma supplement);
 - d) a list of professional and scientific (artistic) works published to date, together with copies of these publications;
 - e) confirmation of the applicant's professional experience for full-time studies;
 - f) framework project on the topic of the dissertation.

(4) The Dean of FEE will invite the candidate in writing to the entrance examination at least 14 days before the examination, and will also inform the candidate of the content of the examination. The content of the admission examinations for individual study programmes is determined by the relevant departmental committee.

(5) The entrance examination shall be held before an admissions board of at least three members. The admissions board consists of a chairperson and at least two members appointed by the Dean of FEE on the proposal of the chairperson of the departmental board. If the admission procedure is for a candidate on a subject advertised by an external educational institution, a representative of the external educational institution shall also be a member of the admissions board. A potential supervisor may be invited to the entrance examination, in which case he/she becomes a member of the admissions committee.

(6) The Admissions Board evaluates the result of the admission examination in closed session. If several candidates have applied for a single subject, it shall determine their ranking according to the success rate of the entrance examination. In determining the ranking, the scope and quality of the applicant's previous professional publication activity and the results of his/her other professional activities (e.g. results in student scientific and professional thesis competitions), etc., are also taken into account. It will also determine the ranking of all successful applicants.

(7) A record of the result of the entrance examination shall be drawn up. The committee will submit a proposal for the admission of the successful candidate to the Dean of FEE. In the case of a subject offered by an external educational institution, the latter must give its consent to the candidate's admission.

(8) Based on the results of the entrance examination, the Dean of FEE will decide on the admission of the applicant within 30 days from the date of the entrance examination. If he/she decides to admit the applicant, he/she shall also indicate in his/her decision the name of the supervisor and the topic of the dissertation. In addition to the above, the written decision shall contain a statement of the reasons, an indication of the possibility of applying for a review of the decision and shall be delivered to the applicant in his/her own hand. A candidate who has received a decision not to accept the doctoral programme may submit a request for a review of that decision. The application shall be lodged with the authority which issued the decision within 8 days of the date of receipt of the decision. Further proceedings on this application shall be governed by the relevant provisions of the Higher Education Act (Section 58(8) of the Higher Education Act).

(9) An accepted applicant becomes a PhD student on the date of enrolment, the date of which is determined by the Dean of the FEE.

(10) In accordance with Section 59 (4) to (6) of the Higher Education Act, the Dean of the FEE may allow the enrolment of a doctoral student who has been admitted to study a third-degree study programme in the same field of study or in a related field of study at another higher education institution if he/she requests it in writing, usually before the beginning of the semester. Before doing so, he/she shall request the written opinion of the supervisor of the study programme to which the doctoral student is applying, who shall assess the course of study to date and the capacity of the study programme.

Article 23 Study schedule

(1) Doctoral studies are carried out in an accredited study programme according to an individual study plan.

(2) The individual study plan consists of a study and a scientific part, it is compiled by the supervisor via the university information system and approved by the departmental committee (§ 54 (8) of the Higher Education Act). The individual study plan includes a set of activities of the study part, in particular enrolled courses, seminars, scheduled examination dates and allocated credits, individual study of literature, tasks related to the performance of teaching activities and a set of activities of the scientific part, in particular tasks related to individual or team scientific work, participation in scientific projects, activities, etc. The individual study plan also includes a deadline for the dissertation examination and a list of required and recommended readings.

(3) 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 (Section 54(11) of the Higher Education Act).

(4) The length of doctoral studies is determined by the accredited study programme.

(5) The Dean of the FEE, by the schedule of the academic year, shall determine the holidays of a total length of 8 weeks in one academic year for doctoral students in the full-time form of doctoral studies, which may be divided into several parts. Holidays cannot be carried over to the next academic year.

Article 24 Rights and Obligations of a Doctoral Student

(1) The rights of the student are determined in the provisions of Section 70 of the Higher Education Act.

(2) Other rights of a full-time student are in particular:

- a) the right to suitable working conditions for study, scientific and pedagogical work;
- b) the right to 8 weeks of holidays per academic year (Art.23 para.5);
- c) the right to use SLDK services;

- d) the right to a scholarship (Section 54(18) of the Higher Education Act);
- e) the right to meals in the TU canteen, including the meal allowance;
- f) the right to accommodation in the TU ŠD according to the possibilities and conditions of the TU in Zvolen.
- (3) The student's obligations are specified in the provisions of Section 71 of the Higher Education Act.
- (4) Other duties of a full-time student are mainly:
 - a) observe the time allocated for the scientific and study part of the doctoral studies;
 - b) comply with the conditions of the study programme and the individual study plan and regularly, at least once a month, submit to the supervisor a report of the work performed (work performance);
 - c) to carry out teaching or other professional activity related to teaching in the scope of no more than 4 hours per week on average per academic year in which the teaching takes place (§ 54 (11) of the Higher Education Act);
 - d) to protect and make economical use of the property, resources and services of TU Zvolen;
 - e) to fulfil the instructions of the supervisor and the head of the training unit, related to the curriculum and the tasks of the unit;
 - f) upon termination or interruption of studies, to withdraw from the accommodation in the ŠD (if the student has been accommodated);
 - g) to record his/her presence at the training site, including obstructions to work;
 - h) request in writing to the head of the training centre to take a leave of absence;
 - i) document absence from the training site without delay and no later than 3 working days.

Article 25 Attendance of doctoral students at the FEE in the full-time form of study and its recording

- (1) The PhD student is obliged to be at the place of his/her placement according to the requirements and instructions of his/her supervisor and the head of the relevant FEE department. The compulsory time of presence at the workplace during the working day is from 9:00 a.m. to 2:00 p.m., with a total time of 37.5 hours per week.
- (2) The relevant FEE department keeps a record of the doctoral student's stay outside his/her place of work, while his/her full-day or multi-day absence must be approved by the doctoral student's supervisor and the head of the department.
- (3) The presence or absence (with the reason) of the doctoral student at his/her place of work, which results from the doctoral student's individual study plan, is recorded and archived by the relevant FEE department and the relevant study department.
- (4) Attendance records of doctoral students are kept electronically via a smart card. The control of the doctoral student's attendance is carried out by the head of the training centre or the head of the relevant department or an employee authorised by them.

Article 26 Credit system for doctoral studies and assessment of learning outcomes

- (1) The credit system is applied in all forms of doctoral studies.
- (2) Credits are the units of a doctoral student's workload and in doctoral studies they are defined analogously to bachelor's and engineering studies.
- (3) The standard workload of a doctoral student during the academic year is considered to be the performance of activities corresponding to 60 credits. The standard workload of a student for a full academic year in the external form of study is expressed as 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.
- (4) The doctoral student earns credits for the following activities during his/her studies:
 - a) completion of the study part, which consists mainly of specialized doctoral lectures and seminars according to the doctoral student's study plan. The study part ends with the completion of the dissertation examination. The doctoral candidate shall be awarded at least 20 credits for successful completion of the dissertation examination. In addition, the doctoral student has the possibility to enrol in compulsory electives and elective courses offered in their study programmes, especially in the engineering studies at the FEE, if they have not already been taken in the previous level of higher education. The study of these subjects and the individual study of scientific and professional literature do not replace the attendance of compulsory lectures and seminars specified in the doctoral student's study plan or the performance of teaching activities at the FEE;
 - b) independent creative activity in the field of science (publications, completion of a defined stage in one's own research work, presentations at departmental seminars, etc.); a doctoral student's publication is considered to be a publication if the doctoral student's affiliation to the FEE is clearly indicated;
 - c) performance of teaching activities at the FEE (e.g. conducting practical exercises, etc.) in the scope of no more than 4 hours per week on average per academic year in which the teaching takes place;
 - d) preparation of the dissertation; if the dissertation is accepted for defence, the doctoral student receives 30 credits.

- (5) The number of credits for activities under paragraph 4(a), (b) and (c) may be determined by the FEE Scientific Board.
- (6) Examples of assessed activities with their proposed credit rating are given in the Annex. The number of credits for individual activities of the doctoral student cannot fall below the minimum values and cannot be higher than those indicated in the annex. A doctoral student may not receive more credits for multiple completion of a single activity than the upper limit for that activity indicated in the Annex.
- (7) The activities referred to in paragraph 4 shall be mutually irreplaceable. A doctoral student shall be obliged to obtain at least 40 credits under paragraph 4(a) and 40 credits under paragraph 4(b) during his/her studies.
- (8) If a doctoral student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), the credits obtained at this workplace are fully counted if he/she has been seconded to this workplace in the framework of the fulfilment of his/her study plan and if the credit systems of the sending and receiving workplace are compatible (transfer of credits).
- (9) If there is a change of training centre, a change of study programme (Section 70 (1) (l) of the Higher Education Act), the doctoral student may be credited with the credits previously earned if this is in accordance with his/her new study plan.
- (10) A PhD student who has come from a workplace that does not have a credit-based system of study may be allocated an adequate number of credits by the new training workplace at the FEE according to its own system (credit allocation). The new training institute may, if necessary, require the doctoral student to obtain additional credits for the activities he/she requests, e.g. for the completion of differentiation courses completed by examination.
- (11) The Dean of the FEE decides on the transfer or the award of credits (according to paragraphs 8 and 10) after the opinion of the Trade Union Committee.
- (12) In the full-time form of doctoral studies, a doctoral student must obtain a minimum of 45 credits for his/her progression from the first to the second year of study and a minimum of 52 credits per academic year for his/her progression from the second to the third year of study, taking into account the recommended credit structure. In the external form, the doctoral student must obtain a minimum of 25 credits for his/her progression from the first to the second year of study and 30 credits per academic year for his/her progression from the second to the third year of study.
- (13) The credits obtained are entered by the supervisor into the UIS by the end of the academic year at the latest and are included in the doctoral student's annual evaluation. The course supervisor shall enter the result of the PhD student's examination in the UIS no later than 5 working days after the examination date.
- (14) Failure to comply with the conditions set out in paragraph 12 shall be grounds for the supervisor to submit a proposal to the Dean of the FEE for the exclusion of the doctoral student from the studies in the annual evaluation.
- (15) In both full-time and part-time doctoral studies, a doctoral student may apply for the dissertation examination if he/she obtains 70 credits and no earlier than 12 months after his/her admission to the doctoral studies.
- (16) A successful doctoral graduate in both full-time and part-time study must obtain a minimum of 240 credits, including the credit evaluation of his/her dissertation. Once the doctoral student has obtained 210 credits during his/her studies and has fulfilled the conditions prescribed by the study programme, and after the supervisor has recommended that the doctoral student's dissertation be accepted for defence, he/she may apply for permission to defend it.

Article 27 Trainer

- (1) The function of supervisor for a given study programme may be performed by teachers of the university where the doctoral study is being carried out and other experts after approval by the FEE Scientific Board (Section 54(4) of the Higher Education Act).
- (2) Trainers approved by an external educational institution which has obtained the right to participate in the implementation of the study programme pursuant to Section 86 of the Higher Education Act may act as trainers for the topics prescribed by that institution. The external educational institution shall provide the FEE Scientific Board with the scientific and pedagogical characteristics of its supervisors (Section 54(4) of the Higher Education Act).
- (3) Trainer:
- a) professionally supervise the doctoral student during the doctoral studies;
 - b) draws up the individual study plan of the doctoral student and submits it to the departmental committee for consideration and, after its opinion, to the Dean of the FEE for approval;
 - c) manages and professionally supervises the doctoral student's study and research plan and controls the performance of his/her teaching activities;
 - d) determines the focus of the dissertation project and refines its topic together with the doctoral student;
 - e) award the doctoral student a specified number of credits for the completed stages of individual study of scientific literature, for the completed stages of the scientific part of his/her study plan, and for the dissertation, if it has been accepted for defence (Article 26(4));
 - f) refers to the transfer of credits;

- g) records the credits earned by the doctoral student in the university information system and submits the doctoral student's annual evaluation to the Dean of the FEE;
- h) submits to the Dean of the FEE a proposal for the exclusion of a doctoral student from doctoral studies and comments on the doctoral student's request for interruption of studies;
- i) proposes to the Dean of the FEE a doctoral student's study stay in other domestic or foreign institutions of science, education, research, technology or art;
- j) prepares the dissertation report and the working characteristics of the entrusted doctoral student; k) proposes to the Dean of the FEE to appoint a supervisor - specialist to supervise specific parts of the doctoral student's scientific programme of study; l) provides consultations with other experts as necessary;
- m) is a member of the doctoral dissertation examination committee and participates in the defence of the doctoral dissertation.

Article 28 Doctoral student's study plan

- (1) The doctoral student's study plan is drawn up as an individual study plan.
- (2) The study plan of a doctoral student consists of a study part, which ends with the dissertation examination, a scientific part and the defence of the dissertation. Part of the full-time doctoral studies is the performance of teaching activities or other professional activities related to teaching activities. In the case of a doctoral student who is registered for a dissertation topic offered by an external educational institution, the FEE agreement with that institution shall include where and how the study part of the plan and the doctoral student's teaching activity will be carried out.
- (3) The study part of the doctoral student's study plan consists mainly of participation in lectures, seminars and individual study of literature focused on the content of the dissertation. The individual study of literature may be divided into stages, which are concluded by the supervisor by awarding a specified number of credits. The doctoral student's study plan shall include a list of courses to be taken by the doctoral student, a list of dissertation examination courses selected from a list approved by the dissertation committee, and a list of required and recommended readings to be studied by the doctoral student as part of his or her individual preparation for the dissertation examination. The subjects approved by the thesis committee form the core of the relevant study programme. The doctoral student's study plan shall also include the dates by which the doctoral student is to complete the individual subjects and the dissertation examination.
- (4) The scientific part of the doctoral student's study plan consists of individual or collective (team) scientific work of the doctoral student, focused on the topic of the doctoral thesis. The doctoral student's study plan specifies the topic of the dissertation, which may be refined by the supervisor after the dissertation examination and the approval of the Dean of the FEE.
- (5) The curriculum is approved by the departmental committee and the Dean of FEE.

Article 29 Annual evaluation of the doctoral student

- (1) The supervisor submits an annual evaluation of the doctoral student's fulfilment of the study plan to the Dean of the FEE no later than 31 August for the academic year in question, stating whether or not he/she recommends the doctoral student's continuation of his/her studies. In doing so, the supervisor shall assess the status and level of the doctoral student's study plan, compliance with deadlines, and, if necessary, make a proposal for adjusting the doctoral student's study plan. The Dean of FEE decides on the basis of the doctoral student's annual evaluation whether the doctoral student may continue his/her studies and on any changes to his/her study plan. In the case of major changes to the study plan, the approval of the departmental committee is required.

Article 30 Dissertation Examination

- (1) A doctoral student in the full-time form of doctoral studies shall register for the dissertation examination no later than 18 months after the beginning of his/her studies, a doctoral student in the part-time form no later than three years after the beginning of his/her studies. Doctoral students are obliged to submit a written thesis prepared for the dissertation examination together with the application for the dissertation examination. Approval for the dissertation examination is subject to the award of at least 70 credits (Article 26(15)).
- (2) The written thesis for the dissertation examination consists of a thesis (project) containing an outline of the theoretical foundations of its future solution, the current state of knowledge on the topic and an analysis of the methodological approach to solving the problem. As a rule, the dissertation project should not exceed 4 author's sheets. The written thesis for the dissertation examination shall be reviewed by one referee.
- (3) The opponent of the written thesis for the dissertation examination may be an expert with at least the academic degree of PhD. or ArtD., (or an older equivalent), or the scientific rank of DrSc., a researcher with the awarded qualification degree I and IIA, who does not work at the doctoral student's workplace and does not have any joint publications with him/her.
- (4) The dissertation examination is one of the state examinations. The dissertation examination consists of a part consisting of a debate on the written work for the dissertation examination and a part in which the doctoral candidate has to demonstrate

theoretical knowledge in the specified subjects of the dissertation examination. Doctoral candidates may also take examinations in individual subjects of the dissertation examination during the study part of the doctoral studies before the dissertation examination, at the suggestion of the supervisor and after approval by the relevant field committee. In such a case, the examination is held before the committee in the presence of the subject supervisor, the supervisor and two other members of the relevant subject committee. If the supervisor is also the course leader, he or she shall assume the role of examiner. In other cases, for examinations outside the list of subjects of the dissertation examination, the examinations may be conducted only in the presence of the subject supervisor. Examinations in individual subjects are graded according to the ECTS grading scale.

(5) The dissertation examination is held before a committee of at least four members. It consists of a chairperson, at least two other members (examiners) and the opponent of the written thesis for the dissertation examination. At least one member of the examination board shall not be from the training institute. The chairperson and the other members of the examination committee are appointed by the Dean of the FEE on the basis of a proposal from the chairperson of the departmental committee. The right to sit for the state examination shall be limited to university teachers acting as professors and associate professors and other experts approved by the relevant scientific board. The PhD student's supervisor also attends the PhD examination, without the right to vote on the result of the examination. If the topic has been written by an external educational institution, one member of the committee shall be from that external educational institution.

(6) The presence of a supermajority of the members of the Examination Board, with all designated examiners present, is required for a valid decision on the outcome of the dissertation examination. If one of the examiners is unable to attend the examination for serious reasons, his/her replacement shall be decided by the Dean of the FEE with the agreement of the Chair of the Departmental Committee. The result of the examination shall be decided by the committee in closed session by a majority vote of the members present. In the event of an equality of votes, the chairperson's vote shall prevail.

(7) The overall result of the dissertation examination is evaluated by the committee comprehensively by the expression "pass" or "fail".

(8) The dissertation examination is reported in a report, which also includes the opinion of the opponent of the written thesis. The minutes shall be signed by the chairperson and the members of the committee present.

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

(10) If a doctoral student is unable to attend the dissertation examination on the appointed date for serious reasons and apologises in advance to the chair of the examination committee, the chair may appoint an alternative date. Withdrawal from the examination or unexcused absence of the doctoral student from the examination shall be evaluated by the statement "failed".

(11) A doctoral student who fails the examination may retake the examination only once, at the earliest after a period of three months. Repeated failure in the dissertation examination shall be grounds for expulsion from doctoral studies.

Article 31 Application for permission to defend a doctoral thesis

(1) A doctoral student may apply to the Dean of the FEE for permission to defend his/her dissertation if he/she has earned at least 210 credits, not including credits awarded for accepting the dissertation for defense, and has documented:

- a) successful completion of the review process of a publication registered in the Web of Science or SCOPUS database; or
- (b) an application for an industrial property right which has been accepted.

The application must be submitted in sufficient time for the defence of the dissertation to take place before the end of the standard length of the study period (No. 23(4)), or at the latest within two years of the expiry of the standard length of the study period (Section 65(2) of the Higher Education Act).

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

- a) dissertation in four copies;
- b) autoreferat (20 pcs);
- c) Biography;
- d) the supervisor's opinion, which includes in particular an evaluation of the doctoral student's contribution to the acquisition of new knowledge in science, the possibilities of its application and the doctoral student's working characteristics;
- e) a list of published works with full bibliographic data and unpublished scientific works or public and non-public exhibitions of the doctoral student's artistic works and performances as well as their reviews;
- f) justification of the differences between the original and the submitted dissertation, if the doctoral candidate submits a new dissertation in the same field of doctoral studies after an unsuccessful defence.

Article 32 Essentials of a dissertation

(1) The doctoral candidate submits his/her dissertation for defence in Slovak language. With the consent of the chair of the thesis committee, he/she may also submit his/her dissertation in one of the world languages.

- (2) Doctoral candidates may also submit as a dissertation their own published work, or a set of their own published works, whose content elaborates on the topic of the dissertation. If the doctoral candidate submits a set of his/her own publications, he/she shall supplement it with a detailed introduction in which he/she explains the current state of the issue, the objectives of the dissertation and the conclusions that have been drawn from the dissertation topic. If the enclosed publications are the work of several authors, the doctoral candidate shall also enclose a statement by the co-authors of his/her authorship.
- (3) The dissertation has the character of an original scientific thesis, it usually contains a theoretical introduction, which analyses the current state of knowledge in the subject, a description of the objectives, a detailed description of the procedures used (methods of work, material), the results obtained, their evaluation, discussion, conclusion and a list of used literature.
- (4) If the dissertation is part of a collective thesis, the doctoral student will present his/her own results and put them in context with the results of the other members of the collective in the discussion.
- (5) As a rule, the dissertation should not exceed 8 author's sheets. The number of author's sheets does not include figures, diagrams, tables, etc., which may be included in an appendix, nor the list of literature used.
- (6) The dissertation is submitted in printed form in hardcover and in electronic form in accordance with the internal regulation of the TU in Zvolen on thesis and habilitation theses, which regulates the requirements, the method of bibliographic registration, originality control, storage and access to dissertations at the TU in Zvolen. The doctoral student is obliged to submit the dissertation in electronic form by uploading it to the UIS.
- (7) The deliberate use of any material that has been previously published by another author without clearly identifying such material by the use of quotation marks, citation, or other appropriate referencing method (plagiarism) is a violation of the rules of academic ethics and is unacceptable when writing a dissertation.

Article 33 Dissertation abstract

- (1) The PhD student prepares a dissertation abstract, which is a brief summary of the achieved results, contributions and data on its response. If the dissertation is a collection of self-published papers, the abstract shall list them. The length of the abstract shall be no more than 1.5 author's sheets.
- (2) The abstract includes a list of all published works of the PhD student that are related to the researched issue, as well as the responses to them with bibliographic data, a list of used literature and a summary in at least one world language.
- (3) The self-report is sent to the opponents, members of the trade union committee, relevant departments according to the instructions of the chairman of the trade union committee and the head of the training department.

Article 34 Preparation of the dissertation defence

- (1) Upon receipt of the application for permission to defend the dissertation, the Dean of the FEE shall forward the doctoral student's application together with the dissertation, which contains the requirements according to Article 32, to the thesis committee within 15 days. Within 30 days, the thesis committee, represented by the chairperson of the thesis committee, shall state whether the thesis meets the requirements in terms of its level and form and whether it recommends it for defence. If its opinion is positive, it shall at the same time propose to the Dean of the FEE the composition of the defence committee. The chair of the dissertation committee assumes responsibility for ensuring that the dissertation meets all the requirements before forwarding it for consideration.
- (2) If the submitted dissertation is of an interdisciplinary nature, the Dean of the FEE shall submit the application and the dissertation of the doctoral student according to paragraph 1 for the opinion of the disciplinary committee in the field in which the results of the submitted dissertation are intended to make a major contribution and in which the doctoral student will be awarded the academic degree of "philosophiae doktor" (abbreviated as "PhD"). This thesis committee shall also nominate as members of the thesis defence committee and as referees representatives of another discipline or disciplines in which the thesis makes a significant contribution, in agreement with the relevant thesis committee.
- (3) If the subject-matter committee, represented by its chair, finds that the doctoral candidate's application for permission to defend the doctoral thesis or the doctoral thesis itself does not meet the requirements of Article 31 or Article 32, it shall invite the doctoral candidate to remedy the deficiencies within a specified time limit.
- (4) If the departmental committee, represented by the chair, finds that the dissertation does not meet the requirements of Article 32, it shall recommend that the doctoral candidate withdraw the dissertation. If the doctoral candidate disagrees with this opinion, the committee shall propose to the Dean of the FEE that the doctoral thesis be defended.
- (5) The Dean of the FEE shall appoint the chair of the dissertation defence committee, its other members and opponents within 30 days after receiving the opinion of the dissertation committee at the latest. He/she shall send the dissertation to the appointed opponents together with a request for an opinion.
- (6) After receiving all the opinions from the opponents, the Dean of the FEE will forward the doctoral student's application for the defence of the dissertation together with all the requisites, including the opinions of the opponents, to the chair of the defence

committee within 15 days.

(7) The chair of the defence committee shall propose the time and place of the dissertation defence to the Dean of the FEE no later than 15 days after receiving the materials according to paragraph 6 of this Article. The place and time of the defence shall be determined by the Dean of the FEE.

(8) The Dean of the FEE shall immediately invite in writing the participants - members of the defence committee and the defence committee, the opponents, the supervisor and the doctoral student - to the defence and shall publish a notice of the defence as well as information on where and in what way the candidates can get acquainted with the dissertation on the official notice board and in a mass manner in accordance with a special regulation.

(9) Anyone who is interested in the subject under study and the defence of the dissertation may submit his/her opinion or comments to the chair of the defence committee at least one week before the defence, or may present his/her comments orally at the defence, unless the defence has been declared closed. At the defence of the doctoral thesis, the doctoral student shall take a position on such opinions or remarks.

(10) The dissertation defence may be held even in the case of one negative opinion. If there are several negative opinions, the defence may be held only after the deficiencies mentioned in the opinions have been eliminated and the dissertation has been reassessed.

Article 35 Dissertation opponents and opinions

(1) The Dean of the FEE appoints the opponents on the basis of a proposal by the chair of the union committee, which is preceded by their approval by the union committee. The proposal of the opponents may be based on the proposal of the supervisor. The opponents are selected from among experts in the field of study of the doctoral degree.

(2) The thesis is assessed by three opponents who are not employees of the same institution. At least one of the opponents must be a holder of the scientific-pedagogical title of professor (to hold the post of professor), or be a holder of the scientific degree of doctor of sciences, or a researcher with the qualification degree I. Other opponents may be holders of the scientific-pedagogical title of Associate Professor (holds the post of Associate Professor), eminent experts in the capacity of Visiting Professor, Visiting Associate Professor, or staff with the academic title of PhD or ArtD or an older equivalent of an academic title, or qualified practitioners.

(3) The provisions of Article 34(2) of these Regulations shall apply to the nomination of referees for the defence of a dissertation of an interdisciplinary nature.

(4) As a rule, the referee cannot be a co-author of the doctoral student's publication, a member of the doctoral student's family, a direct supervisor or a subordinate in an employment or similar employment relationship, or any other member of staff from the doctoral student's or supervisor's workplace.

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

(6) If the referee fails to submit his/her report within the time limit under paragraph 5 and fails to do so even 14 days after receiving the reminder, the Dean of the FEE shall appoint a new referee.

(7) The opponent's opinion contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation, it is brief and does not repeat the content. In particular, the opinion of the opponent is:

- a) to the topicality of the chosen topic;
- b) to the chosen processing methods;
- c) on the results achieved, indicating what new insights the dissertation brings;
- d) to contribute to the further development of science, technology or the arts;
- e) whether the dissertation has met its objective.

In the conclusion, he/she shall clearly state whether or not he/she proposes the award of the academic degree of PhD on the basis of the submitted dissertation.

(8) The supervisor submits a written report on the dissertation to the training institute no later than 1 week after the doctoral student's application for permission to defend the dissertation.

Article 36 Defence of the dissertation

(1) The defence of the dissertation is one of the state examinations and in the standard length of studies the doctoral student must take it in the last month of the last academic year of his/her standard length of studies. The defence of the doctoral thesis must take place at the latest within two years of the end of the standard period of study. During this period, the full-time doctoral student is not entitled to a stipend, continues to fulfil his/her obligations at his/her place of employment and pays the tuition fees for exceeding the standard length of study.

(2) Only university teachers serving as professors and associate professors and other experts approved by the relevant scientific council have the right to sit for the state examination. The dissertation defence committee shall consist of a chairperson and at least three other members and opponents. The chairperson and at least two members shall be appointed from among the members of the thesis committee. At least one member of the committee must be from another institution. The PhD student's supervisor shall also participate in the defence, without the right to vote. The dissertation defence committee shall be appointed by the Dean of the FEE within 30 days after receipt of the proposal for its members. The proposal shall be submitted by the chair of the thesis committee.

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

(4) The chair of the defence committee will send the opinions of the opponents to the members of the committee, including the supervisor, to the doctoral student and to the department at which the study programme was carried out.

(5) The dissertation defence is public; in exceptional cases, the Dean of the FEE may declare it closed.

(6) The dissertation defence takes place in the form of a scientific debate. The doctoral candidate will present the content of his/her dissertation, results and contributions. The opponents will present their opinions, on which the doctoral candidate will take a position. In the debate, the correctness, validity and scientific originality of the knowledge contained in the dissertation shall be verified.

(7) The defence may only take place in the presence of at least two thirds of the members of the defence committee entitled to vote, including at least two opponents. In the case where the topic has been written by an external educational institution, one member of the committee shall be from that external educational institution. The negative referee must be present at the defence.

(8) If a doctoral student is unable to attend the defence on the appointed date due to serious health reasons, he/she must apologise in advance to the Dean of the FEE and the chair of the defence committee. In such a case, the Dean of the FEE, in agreement with the chair of the defence committee, shall set an alternative date for the defence and notify the participants in accordance with Article 14(7).

(9) A record of the defence shall be written and signed by the chair of the defence committee.

(10) After the defence, a closed meeting of the defence committee will be held in which the members of the defence committee, including the opponents and the supervisor, will participate. The closed meeting will evaluate the course and outcome of the defence and the possibility of using the results of the dissertation in practice. The committee and the opponents shall decide by secret ballot by a majority of the members present whether to propose to award the doctoral candidate an academic degree.

(11) The result of the vote shall be announced by the Chair of the Commission at a public meeting of the Commission.

(12) The defence committee submits the proposal for awarding or not awarding the academic degree to the doctoral student together with the minutes and the doctoral student's file to the Dean of the FEE within 15 days from the date of the defence.

(13) A doctoral student who, on the basis of the result of the dissertation defence or because of his/her unexcused absence from the defence, is proposed by the defence committee not to be awarded an academic degree, shall be given an alternative date in writing by the Dean of the FEE for the defence of his/her dissertation in the same study programme.

(14) The dissertation defence may be repeated only once, within two years of the expiry of the standard length of the study period at the latest.

Article 37 Decision-making on the award of academic degrees

(1) The proposal of the dissertation defence committee to award or not to award the academic degree of "Doctor" (§ 54 (15) and (16) of the Higher Education Act) to a doctoral graduate, as well as the documentation of the defence and the complete material of the doctoral student, is assessed by the Dean of the FEE.

(2) If the defence committee has proposed to award the degree to the doctoral student, the Dean of the FEE will forward the materials to the Rector with a proposal to award the academic degree to the doctoral student.

(3) The academic title "doctor" ("philosophiae doctor", abbreviated "PhD.") is awarded by the Technical University of Zvolen.

(4) The Rector shall send the doctoral student a written notification of the award or non-award of the academic degree.

Article 38 Evidence of completion of studies

(1) The documents of completion of the doctoral study programme are the university diploma, the state examination certificate and the supplement to the diploma (Section 68 of the Higher Education Act).

(2) The documents of graduation are handed over to the doctoral graduate according to the traditions and customs of TU Zvolen.

Article 39 Change of doctoral study programme

(1) A student has the right to change the study programme within the same field of study or combination of fields of study

(Section 70, Paragraph 1, Letter l of the Higher Education Act). A change of supervisor or supervisor's workplace may be made during the doctoral studies in justified cases, in particular if this creates more favourable conditions for the fulfilment of the doctoral student's study programme.

(2) A doctoral student may apply to the Dean of the FEE for a change of the doctoral study programme, supervisor or training institution for reasons of good cause.

(3) The change of the doctoral study programme, supervisor or training centre is decided by the Dean of the FEE on the basis of a doctoral student's application and after the supervisor and the departmental committee have given their opinion.

(4) The proportionate part of the duration of the completed study programme before the change of the form or study programme of the doctoral programme is included in the time of doctoral studies.

(5) When changing the study programme, the Dean of the FEE may, on the basis of the recommendation of the specialisation committee, decide to recognise the doctoral dissertation examination of the doctoral student and the courses of the study part that he/she has taken prior to this change.

Article 40 Interruption and termination of doctoral studies

(1) A doctoral student may apply for interruption of doctoral studies in both standard and extra-standard length of studies due to maternity leave, health reasons, due to his/her study abroad which is not part of his/her individual study plan, or for other serious reasons. During the interruption of studies, the doctoral student loses his/her rights and obligations as a student.

(2) Interruption of studies is authorised by the Dean of the FEE. In the case of a doctoral student who has applied for a dissertation topic announced by an external educational institution, he/she shall do so only after a positive statement from the statutory representative of the external educational institution.

(3) As a rule, the total time of interruption of doctoral studies does not exceed 24 months. In special, justified cases, e.g. maternity leave, the dean may decide to interrupt doctoral studies for a longer period of time, but not longer than 36 months.

(4) Doctoral studies end with the defence of the dissertation (Section 54(3) of the Higher Education Act), or with the abandonment of studies, failure to complete studies within the prescribed time limit, exclusion from studies, cancellation of the study programme in the field of study, or death of the student (Section 66 of the Higher Education Act).

(5) The length of full-time study during which a doctoral student receives a scholarship may not exceed the standard length of study according to the specific study programme. The scholarship shall be awarded for the entire academic year (§ 54, paragraph 18). No scholarship shall be awarded to a full-time doctoral student during an interruption in his/her doctoral studies. The grant for full-time doctoral students shall end on the date of the first defence of the doctoral thesis, the end of the standard length of studies, or the date of other termination of studies (§ 54, § 65 and § 66 of the Higher Education Act).

Article 41 Tuition fees and fees associated with doctoral studies

(1) One of the student's obligations is to pay tuition fees and fees associated with doctoral studies properly and on time in accordance with Section 71 of the Higher Education Act and in accordance with the internal regulations on tuition fees and fees associated with studies at TU.

(2) Failure to pay tuition fees or fees associated with doctoral studies for the relevant academic year within the time limit set by the University in accordance with the Higher Education Act is a violation of the provisions of Section 71(3)(a) of the Higher Education Act. b) of the Higher Education Act and the internal regulations of the TU and will be considered as a culpable violation of legal regulations and internal regulations of the University pursuant to Section 72(1) of the Higher Education Act with the consequences of the possibility of expulsion from studies pursuant to Section 72(2)(c) of the Higher Education Act in connection with Section 66(1)(d) of the Higher Education Act.

(3) Tuition fees and fees associated with doctoral studies and the issuance of a diploma are subject to the provisions of the Higher Education Act (Section 92 of the Higher Education Act) and the TU Organizational Directive on Tuition Fees and Fees Associated with Studies at TU.

SECTION THREE: TRANSITIONAL AND FINAL PROVISIONS

Article 42 Transitional provisions

(1) The standard length of study referred to in Article 6, paragraphs 1a, 1b and 1c shall apply to the study of study

programmes accredited after 2 June 2014. The standard length of study for study programmes accredited before 2 June 2014 shall be based on the conditions of the specific accredited study programmes.

(2) The second section of the FEE Study Regulations, Doctoral Study Regulations, applies to all doctoral students enrolled from the academic year 2013/2014. The current regulations apply to the course of doctoral studies of previously enrolled doctoral students.

(3) The numbers of credits laid down in Article 21(5), Article 26(16) and Article 31(1) shall apply to the study of third-level programmes of study accredited after 2 June 2014. For degree programmes in III. Degree programmes accredited before 2 June 2014, the standard length of which is three years, the number of credits shall be reduced by 60 credits in the relevant version.

(4) Section 31 (1) applies to all newly admitted doctoral students enrolled as of the 2017/2018 academic year. The regulations in force at that time shall apply to the course of doctoral studies of previously enrolled students.

Article 43 Final provisions

(1) These study regulations were approved by the Academic Senate of FEE on 5.6 2015.

(2) These study regulations were approved by the Academic Senate of TU Zvolen on 29.9.2015.

(3) These Study Regulations come into force and effect on the date of approval by the Academic Senate of TU Zvolen.

(4) On the date of entry into force and effect of these Study Regulations, the Rules for the Organisation of State Examinations at the FEE TU Zvolen, No. R-4934/2014-1035/2014/DFEE and the Supplement to the Rules for the Organisation of State Examinations at the FEE TU Zvolen, No. R-771/2015-97/2015/DFEE are repealed.

(5) Amendment No. 1 to the FEE Study Regulations was approved by the FEE Academic Senate on 25 October 2016 and 16 October 2017.

(6) Amendment No. 1 to the FEE Study Regulations was approved by the Academic Senate of TU Zvolen on 19 March 2018 and enters into force and effect on that date.

(7) Appendix No. 1 to the FEE Study Regulations is an integral part of the FEE Study Regulations No. R4050/2015-97/2015/DFEE.

doc. Ing. Marián Schwarz, CSc.
President of the Academic Senate FEEDeanFEE

doc. Ing. Branko Slobodník, PhD.

prof. Ing. Milan Saniga, DrSc.
Chairman of the Academic Senate of TU in Zvolen

Annex Allocation of credits to individual types of doctoral student activities at FEE

1) Study and pedagogical-educational activities

| Activities | credits |
|---|--|
| completion of a compulsory and compulsory elective course | 7 |
| completion of another course offered by the faculties of the university or another faculty or college | according to the credit evaluation of the specific subject |
| authorship or co-authorship of teaching aids and texts | 5 |
| the doctoral student's own teaching activity in the range of 2-4 hours per week on average per academic year (20 credits) in which the teaching takes place | 10 - 20 |
| conducting a thesis presented at a student scientific conference | 5 |

2) Creative activity in science

| Activities | credits |
|---|---------|
| scientific publication in a journal registered in the Web of Science or SCOPUS database with an impact factor greater than or equal to 0.47 | 35 |
| a scientific publication in a journal registered in the Web of Science or SCOPUS database with an impact factor lower than 0.47 or a registered industrial property right | 25 |
| scientific publication in a foreign peer-reviewed scientific journal | 18 |
| scientific publication in a domestic peer-reviewed scientific journal | 15 |
| presentation of own research results at a foreign scientific event (article in proceedings, extended abstract, abstract; independent and co-authorship) | 15 |
| presentation of own research results at a domestic scientific event (article in proceedings, extended abstract, abstract; alone, co-authorship) | 12 |
| citations Web of Science, SCOPUS | 8 |
| foreign citations outside WOS and SCOPUS | 3 |
| domestic citations outside WOS and SCOPUS | 2 |
| Activities within the department (member of the conference organizing committee, presentation of results, literature search and own experiment) | 4 |
| Lecture at a professional seminar within the workplace | 3 |
| participation in the solution of a scientific project with presentation of own results | 10 |
| dissertation defence | 30 |