

The Pan-European University in Bratislava

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**THE STUDY AND EXAMINATION REGULATIONS  
OF THE PAN-EUROPEAN UNIVERSITY**  
(Full text)

- Change:** Amendment No. 2 with effect from 19/04/2016  
 Amendment No. 3 with effect from 01/09/2016  
 Amendment No. 4 with effect from 01/12/2016  
 Amendment No. 5 with effect from 01/06/2017  
 Amendment No. 6 with effect from 28/11/2017  
 Amendment No. 7 with effect from 01/06/2019  
 Amendment No. 8 with effect from 01/02/2020  
 Amendment No. 9 with effect from 01/04/2022

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# **THE STUDY AND EXAMINATION REGULATIONS OF THE PAN-EUROPEAN UNIVERSITY**

Upon the proposal of the Rector of the Pan-European University (hereinafter referred to as “PEU”) and discussion in the Academic Senate of PEU, pursuant to Section 47b (2) (b) of Act No. 131/2002 Coll. on Higher Education, and on amendments and supplementation to certain acts, as amended (hereinafter referred to as the “Higher Education Act” in the appropriate form), the Administration Board approves these Study and Examination Regulations of the Pan-European University (hereinafter referred to as the “Study Regulations” in the appropriate form) under the Article (7) (5) of the PEU Statute:

## **Part One Basic Provisions**

### **Article 1 Introductory Provisions**

- 1) Pursuant to the law of the European Union (hereinafter referred to as “EU”)<sup>1</sup>, the international treaties, the Higher Education Act, the implementing regulations thereof, and the legislation of other EU Member States (hereinafter also referred to as “Legislation” in the appropriate form), the Pan-European University has the right to provide, organize and ensure higher education in the territory of the Slovak Republic and other EU Member States and the right to carry out the international research, development, artistic and other creative activities.<sup>2</sup>
- 2) The PEU provides, organizes, and ensures higher education within accredited study programs in the territory of the Slovak Republic and other EU countries for all applicants regardless of their nationality.<sup>3</sup>
- 3) The PEU has the right to award academic degrees, scientific-pedagogical degrees and artistic-pedagogical degrees, to use academic insignia, and to perform academic ceremonies.<sup>4</sup>
- 4) Academic freedoms and academic rights and the inviolability of the campus are guaranteed at the PEU under the law.<sup>5</sup>

### **Article 2 Scope**

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<sup>1</sup> Article 49 et seq., in particular Article 54 and Article 56 et seq. of the Treaty on the Functioning of the European Union, OJ EU C 326, 26.10.2012

<sup>2</sup> Section 2 (4) of the Higher Education Act

<sup>3</sup> Section 2 (5) of the Higher Education Act

<sup>4</sup> Section 2 (9) of the Higher Education Act

<sup>5</sup> e.g. Section 4 of the Higher Education Act

- 1) The Study Regulations regulate the basic rules of study in Bachelor's, Engineering, Master's and Doctoral Studies, and the form and method of control and evaluation of students during their studies at the PEU and its faculties.
- 2) Study at the PEU is carried out at the faculties or other units of the University.
- 3) The Study Regulations are binding on all students, university teachers and other employees, who study at the PEU and its faculties, or who manage and provide higher education and studies and, pursuant to the Legislation, also on applicants for study at the PEU.
- 4) The Study Regulations are binding on the development of all subsequent internal regulations of the PEU, internal regulations of its faculties, or other units of the PEU.

Part Two  
**Basic Rules of the Admission Procedure**

Article 3  
**Conditions of Admission to Studies**

- 1) Every applicant has the right to study a chosen study program at the PEU and its faculties if he/she has fulfilled the basic conditions for admission to study pursuant to Section 56 of the Higher Education Act, which involve the completion of:
  - a) Complete secondary or complete secondary technical education<sup>6</sup> for Bachelor's Studies or for Combined Studies<sup>7</sup>;
  - b) The first degree of higher education or the second degree of higher education for a Master's Studies or an Engineering Studies;
  - c) Second degree of higher education for Doctoral Studies.<sup>8</sup>
- 2) The PEU or the faculty, if the study program is implemented at the faculty, may set additional conditions for admission to study in the individual study programs to ensure that applicants with the required abilities and prerequisites are admitted to the study. The laid down conditions and the method of verifying the fulfillment thereof must enable selecting applicants, who demonstrate the highest level of ability to study.
- 3) The fulfillment of any other conditions shall be verified by an entrance examination.<sup>9</sup> The

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<sup>6</sup> In foreign applicants, evidence of completion of complete secondary or complete secondary technical education was acknowledged by the Ministry of Education, Science, Research and Sports of the Slovak Republic, Centre for the Recognition of Educational Documents, Stromová 1, 813 30 Bratislava (<http://www.minedu.sk/ekvivalencia-studia-na-zakladnych-a-strednych-skolach-v-zahranici>).

<sup>7</sup> Article 10 (5) of these Study Regulations

<sup>8</sup> In the case of foreign applicants, the documents of completion of the first-degree or second-degree of higher education shall be acknowledged pursuant to the PEU Directive No. 3/2017 on the Recognition of Documents and Education.

<sup>9</sup> Section 57 (3) of the Higher Education Act

fulfillment of another condition for the Bachelor's Studies program or Combined Studies may be replaced by successful participation in various secondary school competitions, as well as competitions organized by the PEU or its faculty.

- 4) The Rector or the Deans of the faculties, if the study program is implemented at the faculty, shall determine and publish annually, by 20 September of the academic year preceding the academic year, in which the study is to commence, the number of applicants they plan to admit to study a relevant study program in the following academic year. If a larger number of applicants has met the conditions for admission to study a study program, admitted shall be those applicants, who have demonstrated the highest level of ability to study according to the conditions determined by the PEU or its faculty, if the study program is implemented at the faculty.<sup>10</sup>
- 5) The Academic Senate of the PEU on the proposal of the Rector, or the Academic Senates of the faculties on the proposal of the respective Dean, if the study programs are implemented at the faculties, shall approve, in terms of the Bachelor's, Master's, Doctoral or Combined Studies, in particular, the following:
  - a) Deadlines for submitting study applications;
  - b) Any other conditions of admission, the date and method of verification of their fulfillment; and
  - c) If the verification of the ability to study includes an entrance examination, the form and general content of the examination, as well as the languages, in which the entrance examination may be taken, and the method of evaluation of the examination results.
- 6) The Rector or, if the study programs are implemented at the faculties, the Deans of the faculties shall publish the facts pursuant to this and preceding section of (a) to (c) no later than by 20<sup>th</sup> September of the academic year preceding the academic year, in which the study is to commence, on the official bulletin board and the website of the PEU and the faculty concerned, or in a mass manner pursuant to a special regulation.<sup>11</sup> If several deadlines are set for the submission of applications for studies, the closest deadline for the submission of applications shall always be published.
- 7) Sections 1 to 6 apply similarly to other study programs (Master's, Engineering, and Doctoral); the aforementioned facts shall be published no later than two (2) months before the last day for submitting applications.<sup>12</sup>
- 8) The admission procedure for Doctoral Studies always includes an entrance examination.<sup>13</sup> Successful completion of the entrance examination is a prerequisite for admission to Doctoral Studies. The form and framework content of the examination, as well as the languages, in which the admission examination may be conducted, and the result evaluation method shall be determined by the Rector or the Dean, if the Doctoral Studies

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<sup>10</sup> Section 55 (7) of the Higher Education Act

<sup>11</sup> Section 57 5 and 6 of the Higher Education Act

<sup>12</sup> Section 57 (5) of the Higher Education Act

<sup>13</sup> Section 57 (3), the last sentence of the Higher Education Act

is conducted at the faculty.

#### Article 4

### **Admission Procedure and Application for Study**

- 1) The admission procedure is a process that allows the applicant, who proves to meet the specified conditions for admission to study, to become a student of the chosen study program at the PEU and its faculty.
- 2) The admission procedure begins for the applicant with the submission of his/her application to study at the PEU or the faculty that implements the relevant study program, in an electronic form without a guaranteed electronic signature, using UIS, the PEU Information System (hereinafter referred to as “UIS”, available online at: <https://is.paneurouni.com>), which allows the applicant to verify his/her registration in the information system from the date of submission until the end of the admission procedure.<sup>14</sup> In the application form, the applicant shall provide the information required by the Higher Education Act.<sup>15</sup>
- 3) If the application form was not properly completed, or if the admission fee has not been paid, the PEU Pedagogical Department or the relevant study department of the faculty will call upon the applicant to eliminate the deficiencies by the prescribed deadline. If the applicant fails to remedy the deficiencies within the deadline, the application shall be deemed invalid.
- 4) Before the start of the admission procedure for Doctoral Studies, the Rector, or the Dean of the Faculty, if the study program is implemented at the faculty, announces the topics of the dissertations that may be applied for as part of the admission procedure. A supervisor is appointed for each of the listed topics. Applicants for Doctoral Studies shall apply for one of the topics within the respective accredited study program.

#### Article 5

### **Admission Procedure for Bachelor’s Studies Graduates Applying for Master’s Studies**

- 1) The Rector, or the Dean of the faculty, if the study program is implemented at the faculty, decides on the admission of a Bachelor’s graduate to a Master’s study program in the same field of study, or in a combination of fields of study.
- 2) The conditions of admission are laid down in accordance with Article 3 hereof.

#### Article 6

### **Decision on the Result of the Admission Procedure**

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<sup>14</sup> Section 58 (2) of the Higher Education Act

<sup>15</sup> Section 58 (3) to (5) of the Higher Education Act

- 1) The Dean decides on admission to study a study program implemented by the faculty. The Rector decides on admission to study a study program implemented by the PEU.<sup>16</sup>
- 2) The decision on the outcome of the admission procedure pursuant to 1 must be made in writing within thirty (30) days of verification that the admission requirements have been met. The decision shall contain the operative part, the statement of reasons and instruction on the possibility of submitting a request for review of the decision. It must be delivered to the applicant personally. The decision is served to applicants, whose place of residence is unknown, by posting it on the official bulletin board of the PEU or the relevant faculty for fifteen (15) days. The last day of this deadline shall be deemed to be the day of delivery.<sup>17</sup>
- 3) The applicant who fails to prove fulfillment of the basic conditions for admission to the study under the Article 3 (1) of these Study Regulations at the time of verification of the fulfillment of the conditions for admission may be admitted to the study conditionally provided that he/she is obliged to prove the fulfillment of the basic conditions for admission to the study no later than on the date set for enrolment in the study.<sup>18</sup> By delivering/presenting a proof of education as referred to in Article 3 (1), the applicant shall be entitled to enroll in the studies under the Article 8 hereof; no further admission decision shall be issued.
- 4) When the applicant is admitted for the Doctoral Studies, the Rector, or the Dean, if the Doctoral Studies is implemented at the faculty, shall appoint a supervisor and the topic of the chosen dissertation.

#### Article 7

#### **Review of the Decision on the Admission Procedure Outcome**

The applicant may request a review of the decision on the result of the admission procedure. The application shall be lodged with the authority that issued the decision, within eight (8) days of the date of receipt of the decision. Dean as the relevant body may grant the request him-/herself, if he/she finds that the decision was made in violation of the law, Internal Regulations of the PEU or its faculty, or other conditions laid down in Article 3 (2) and (3) hereof. Otherwise, the Dean shall forward the request to the Rector. The Rector shall reverse the decision if finding any of the grounds, on which the Dean may reverse the decision. Otherwise, he/she shall reject the application and confirm the original decision. If the Rector made the decision on non-admission to study, he/she may grant the request him-/herself if finding any of the grounds, upon which the Dean may change the decision. Otherwise, the request shall be forwarded to the Academic Senate of the PEU. The Academic Senate of the PEU shall reverse the decision if finding any of the reasons, upon which the Dean may reverse the decision. Otherwise, they shall reject the request and confirm the original decision. The response to the applicant's request for review of the decision must be sent

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<sup>16</sup> Section 58 (6) of the Higher Education Act

<sup>17</sup> Section 58 (7) of the Higher Education Act

<sup>18</sup> Section 58 (1), the last sentence of the Higher Education Act



within thirty (30) days of receipt of the request for review of the decision on non-admission to the PEU or its faculty.

#### Article 8

### **The Right of the Applicant to Study Enrollment and Its Termination**

- 1) Upon notification of the decision on the (conditional) admission to study (after the basic conditions for admission were completed) and the payment of a specified tuition fee, the applicant has the right to enroll in the study. The Rector, or Dean of the relevant faculty, if the study program, to which the applicant has been admitted, is implemented at the faculty, determines, and communicates to the admitted applicant, the date, place, and method of enrolment.
- 2) The PEU or the faculty has the right to request information from the admitted applicant, whether he/she will enroll in the study. The applicant is obliged to provide such information no later than by the beginning of the relevant academic year, or by a deadline specified in the call of the PEU or the faculty. If the applicant does not show interest in the study or does not provide the information within the specified time, his/her right to enroll in the given study program expires; the Rector or the Dean shall eventually cancel the decision rejecting the applicant scored next in the admission procedure and shall issue a new decision on admission of that student to the study under the Article (6) hereof.
- 3) The enrolment of a conditionally admitted student can only be carried out upon proving that the basic conditions for admission have been fulfilled. The right of the applicant, who has been admitted conditionally to study, shall cease if he/she fails to prove that the basic conditions for admission have been fulfilled, no later than on the date set for enrolment.<sup>19</sup>

#### Article 9

### **Transfer of a Student from Another University**

- 1) The Rector of the PEU or the Dean of the faculty of the PEU, if the study program is implemented at the faculty, may authorize the enrolment of a student, who has been admitted to study a study program of the relevant degree in the same field of study at another higher education institution (decision on transfer) upon a written application from a student of another higher education institution, the admission conditions of which are similar to those set by the PEU or the relevant faculty. The student is required to attach to the application a confirmation of studies, a faculty-confirmed transcript of examinations passed and credits earned, and the subject information sheets. The student of PEU (its faculty) becomes a student on the date of enrolment, the date, place and manner of which is determined by the Rector or the Dean, if the decision on transfer was issued by the Dean. Upon enrolment, the previous studies of such student shall be deemed to have been abandoned on the day preceding the date of enrolment. The PEU or its faculty shall notify the higher education institution, the studies of which the student has left, the enrollment of which student they allowed in which study program, and the date of enrollment, within

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<sup>19</sup> Section 59 (3) of the Higher Education Act

three (3) working days of the enrolment.<sup>20</sup>

- 2) The Rector or the Dean shall decide on the transfer to the PEU or its faculty and on the enrolment in studies within thirty (30) days of receipt of all the documents intended for such a decision (application for admission, admission decision issued by the original higher education institution, and the transcript of the study results<sup>21</sup>).
- 3) The transfer from another higher education institution cannot cause the maximum time of the standard length of study to be exceeded pursuant to the Higher Education Act.
- 4) The student of another higher education institution may apply for recognition of a part of the studies completed at another higher education institution pursuant to the Article 23 hereof. Upon issuing a decision on transfer, the Rector or the Dean of the relevant faculty, if the study program is implemented at the faculty, shall also subsequently decide on the recognition of a part of the study completed at another higher education institution, the inclusion of the student in the relevant semester, and the recognition of the relevant number of credits, upon the principles set out in Article 23 hereof.

### Part Three

## **Organization of Studies at the PEU and Its Faculties**

### Article 10

## **Field of Study, Study Program, Degrees and Length of Study**

- 1) A field of study is an area of knowledge that can be the subject of higher education at one of its three degrees. The field of study is defined by the content, which is characterized, in particular, by the areas and range of knowledge, skills, and competences that profile the graduate.<sup>22</sup>
- 2) The System of fields of study of the Slovak Republic is published and administered by the Ministry of Education, Science, Research, and Sports of the Slovak Republic. The system of fields of study includes fields of study, in which higher education institutions in the Slovak Republic may provide higher education.<sup>23</sup>
- 3) Higher education in a field of study, or in a combination of fields of study, at the PEU or its faculty is obtained by studying according to the accredited study program of the PEU or its faculty in that field of study or in the combination of fields of study.<sup>24</sup> If both fields of study are approximately equally represented in the study program, it is an interdisciplinary study; otherwise, one field of study is a major, and the other is a minor.<sup>25</sup>
- 4) A study program is a set of subjects consisting of educational activities, which are mainly

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<sup>20</sup> Section 59 (4) to (6) of the Higher Education Act

<sup>21</sup> Section 67 (5) of the Higher Education Act

<sup>22</sup> Section 50 (1) and (2) of the Higher Education Act

<sup>23</sup> Section 50 (3) of the Higher Education Act

<sup>24</sup> Section 51 (1) of the Higher Education Act,

<sup>25</sup> Section 51 (5) of the Higher Education Act

lectures, seminars, exercises, thesis, project work, laboratory work, internship, excursion, specialized practice, state examination and their combinations, and a set of rules designed to ensure that successful completion of these educational activities makes it possible to obtain a higher education degree, while maintaining the above rules.<sup>26</sup>

- 5) The PEU and its faculties provide, organize, and ensure higher education in:
- a) Bachelor's study program as in a first-degree study program (hereinafter also referred to as "Bachelor's Studies");
  - b) Master's or Engineering study program as in a second-degree study program (hereinafter also referred to as "Master's Studies") and in a combined first and second degree of study program into one unit pursuant to Section 53 (3) of the Higher Education Act (hereinafter also referred to as "Combined Studies"); and
  - c) Doctoral Studies as a third-degree study program (hereinafter also referred to as "Doctoral Studies").

- 6) The standard length of the Bachelor's Studies, including specialized practice, is:
- a) Minimum of three and maximum of four academic years in the full-time study;
  - b) Minimum of three and maximum of five academic years in the external form of study; and

The studies shall be properly completed upon achievement of at least 180 credits.<sup>27</sup> The final thesis is the Bachelor Thesis. Graduates of the Bachelor's Studies are awarded the academic degree of "Bachelor" (abbreviated as "Bc.").<sup>28</sup>

- 7) The standard length of the Master's or Engineering Studies, including specialized practice, is:
- a) Minimum of one and maximum of three academic years in the full-time study;
  - b) At least two and no more than four academic years in the external form of study; and

The studies shall be properly completed upon achievement of at least 60 credits.<sup>29</sup> The final thesis is the Master Thesis. Graduates of the Master's Studies are awarded the academic degree "Master" (abbreviated "Mgr."); graduates of the Engineering Studies are awarded the academic degree "Engineer" (abbreviated "Ing.").<sup>30</sup>

- 8) A graduate of the Combined Studies obtains a higher education of second degree. The studies shall be properly completed upon achievement of at least 300 credits for this study program.<sup>31</sup>

- 9) Graduates of study programs obtaining the "Master" degree, or of similar study programs abroad, may take the rigorous examination, which includes the habilitation of the rigorous thesis in the field of study, in which they obtained their higher education, or in the field of study, in which their higher education was recognized. Upon successful completion, the

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<sup>26</sup> Section 51 (2) of the Higher Education Act

<sup>27</sup> Section 52 (3) of the Higher Education Act

<sup>28</sup> Section 52 (4) and (5) of the Higher Education Act

<sup>29</sup> Section 53 (4) of the Higher Education Act

<sup>30</sup> Section 53 (5), (6) and (8) of the Higher Education Act

<sup>31</sup> Section 53 (3) of the Higher Education Act

PEU or its faculty will award them an academic degree of:

- a) “Doctor of Philosophy” (abbreviated as “PhDr.”) in the fields of Media and Communication Studies, Psychology, and Political science; and
- b) “Doctor of Laws” (abbreviated as “JUDr.”) in the field of Law;
- c) “Doctor of Natural Sciences” (abbreviated as “RNDr”) in the field of Computer Science.

10) The rigorous thesis must be submitted within two (2) years of admission to the rigorous procedure. This period cannot be extended. The defense of the rigorous work submitted shall be carried out within one (1) year; after this date, the student is entitled to two more dates, which are conditioned by the payment of the fee set by the internal regulation of the PEU “Fees Associated with Studies”. Further details on the rigorous examinations and the habilitation of rigorous thesis shall be laid down by the faculties in their special guidelines.

11) The standard length of Doctoral Studies is:

- a) Three or four academic years (180 credits are required for graduation in the three academic years, and 240 credits in four academic years) in the full-time study for;
- b) Four or five academic years in the external form of study (180 credits are required for the proper completion of studies in four academic years, 240 credits in five academic years of study).

Graduates of Doctoral Studies are awarded the academic degree of “Doctor” (“*philosophiae doctor*”; abbreviated “PhD.”; the abbreviation “PhD.” appears after the name).<sup>32</sup>

12) The details of Doctoral Studies shall be laid down by the faculties in their special guidelines.

13) The study of any study program may not exceed its standard length by more than two (2) years.<sup>33</sup> The specific standard length of each study program in the Bachelor’s, Master’s, Engineering, Combined or Doctoral Studies in the relevant full-time or part-time form of study (Section 6 to 8, and 11) is determined by the accredited study program.

14) The PEU or its faculties may provide a study program in cooperation with other higher education institutions, including higher education institutions based outside the territory of the Slovak Republic, upon an agreement on a joint study program, which includes, in particular, the conditions of admission thereto, the conditions of completion thereof, details on the study organization, the academic degree awarded, and details of the documents on completion of studies. Students enrolled in the study program provided by several higher education institutions (“Joint Study Program”) complete individual parts of their studies at various higher education institutions.<sup>34</sup>

15) The Rector submits the proposal for the new study programs or their updating, which are

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<sup>32</sup> Section 54 (15) of the Higher Education Act

<sup>33</sup> Section 65 (2) of the Higher Education Act

<sup>34</sup> Section 54a of the Higher Education Act

not implemented at the faculties, to the PEU Scientific Council for approval in accordance with the Legislation<sup>35</sup> and the Directive on the Rules of Quality Evaluation of Higher Education Provided at the PEU.

- 16) The proposal for the new study programs implemented at the faculties and their updating is submitted by the Dean of the faculty to the Scientific Council of the faculty for approval in accordance with the Legislation<sup>36</sup> and the Directive on the Rules of Quality Evaluation of Higher Education Provided at the PEU.
- 17) The PEU or its faculties, if the study program is implemented at the faculty, shall publish on the PEU or faculty's website or information system:
  - a) The name of each accredited study program;
  - b) The field of study, in which a higher education is obtained by completing the study program, or a combination of two fields of study, in which a higher education is obtained by completing the study program;
  - c) The degree of higher education, for which the study program is intended;
  - d) The form of study;
  - e) The profile of a graduate;
  - f) The characteristics of the subjects and, where appropriate, the length of the internship, including the number of credits to be gained by completing them;
  - g) Rules and conditions for developing the study plans;
  - h) The standard length of studies expressed in academic years;
  - i) The required abilities and prerequisites of the applicant for the study program;
  - j) The division of the study into parts expressed in academic years or parts thereof, and the conditions that must be fulfilled in order for the student to be able to advance to the next part of the study; the conditions shall be expressed by the number of credits obtained for the completed subjects;
  - k) The number of credits, the achievement of which is a condition for proper graduation;
  - l) Other conditions that the student must fulfill during the study of the study program and for its proper completion, including state examinations;
  - m) Academic degree awarded;
  - n) In the case of Joint Study Programs, the cooperating higher education institutions and the definition of study obligations to be fulfilled by the student at a particular higher education institution;
  - o) The language/s, in which the study program takes place, which means the language/s, in which the subjects of the study program are taught.
- 18) The Rector or the respective Deans of the faculties of the PEU, if the study programs are implemented at the faculties, are responsible for updating the information referred to in Section 17. The information shall be updated annually by 20<sup>th</sup> September at the latest.

## Article 11

### **Forms and Methods of Study**

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<sup>35</sup> Section 47b (2) (j) and Section 12 (1) (c) in conjunction with Section 47d of the Higher Education Act

<sup>36</sup> Section 27 (1) (h) and Section 30 (1) (c) in conjunction with Section 47a (3) of the Higher Education Act

- 1) Study programs at the PEU and its faculties are conducted in the full-time form of study and in the external form of study. Both forms of study are equivalent and identical in content.
- 2) The full-time form of study is characterized mainly by the student's daily participation in the educational activities, in particular, in lectures, seminars, exercises, specialized practice, excursions and internships, or other participation or contact of the student with the teacher (direct or indirect individual consultation).
- 3) The full-time and external form of study is carried out by the PEU or its faculties by:
  - a) Attendance method (as a direct teacher-student contact);
  - b) Distance method (replaces a direct teacher-student contact via the communication means, in particular the means based on the use of computer networks, including audio or video-sound recordings); or
  - c) Combined method.<sup>37</sup>
- 4) Each subject is implemented by one or more forms of educational activities; their specific forms and the proportionality of their use are determined by the study program.
- 5) The basic forms of educational activities are characterized as follows:
  - a) Lectures are characterized by a professional interpretation of the basic principles, methodology of the discipline, problems, and their sample solutions;
  - b) Seminars, studios, projects, and final theses are forms of the educational activities with the emphasis mainly on the independent work of students; the presentation of the results of their own work and the critical discussion is an important part thereof;
  - c) Exercises and laboratory work mainly support the practical mastery of the subject either contained in lectures, or to be studied by the students independently;
  - d) Field trips and specialized practices that demonstrate the objects studied, usually outside the University;
  - e) Guided consultations in the external forms of study are mainly devoted to lectures, consultations and checking of assignments that the students had to work out independently.
- 6) The personal participation of students in the educational activities under Section 5 (a) to (d) and the prescribed consultations are compulsory in the full-time method of study. The teacher has the right to excuse and specify the alternative attendance for up to 25% of absences from classes, seminars, lectures, and prescribed consultations. The other 25% of the absence from this form of teaching for serious and justified reasons can be excused by the head of the institute that provides teaching of the subject. Higher absences are considered a failure to complete the subject. Participation in the prescribed consultations in the external form of study is compulsory within the scope of language teaching. The excuse for students' non-participation in the above forms of educational activities shall be subject to the provision of this section as appropriate.

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<sup>37</sup> Section 60 (4) to (6) of the Higher Education Act

Article 12  
**Study Plan, Subject Enrolment and Study Advisor**

- 1) The student's study plan determines the time and content sequence of subjects and forms of assessment of the study outcomes. In addition to the form of assessment of the study outcomes, the study plan shall be drawn up by the student him-/herself or in cooperation with a study advisor within the framework of the specified rules resulting from the Higher Education Act, and in accordance herewith.<sup>38</sup>
- 2) The PEU or the faculty, if the study program is implemented at the faculty, determines the recommended study plan for each study program. The recommended study plan is designed so that, by completing it, the student meets the conditions for successful completion of the standard-length study.<sup>39</sup> The recommended study plan includes subjects of such total credit value and of such type (compulsory, compulsory optional, and optional) that ensure that the rules for continuation of the study are met in each part of the study control provided that these conditions are properly fulfilled by the student.
- 3) By enrolling, the student determines what part of the obligations prescribed by the study program he/she wishes to complete in the following period of study, to which the enrolment applies (academic year). The student enrolls in subjects in such a way that the number of credits he/she can obtain by successfully completing these subjects is sufficient in a given period to meet the condition for continuing his/her studies.<sup>40</sup> Enrolment dates are determined by the academic year schedule; enrolment is done electronically in the UIS application.
- 4) The student's enrolment is checked and confirmed by the Pedagogical Department of the PEU or the relevant study department of the faculty, if the study program is implemented at the faculty.
- 5) If the number of students enrolled in a relevant year in the full-time or external form of study and at any degree of the study in the relevant academic year does not exceed fifteen (15) students, the Rector, or the Dean of the faculty, if the study program is implemented at the faculty, may determine the student's study plan in a fixed manner, whereby the fixed determination of the student's study plan takes into account, in particular, its adequacy in terms of the distribution of the study load, the minimum number of credits to be achieved by the students in the academic year, or within the entire study, and the standard length of study.
- 6) A minimum number of fifteen (15) students is set for the opening of compulsory optional subjects, unless the Rector or the Dean, if the study program is implemented at the

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<sup>38</sup> Section 51 (8) of the Higher Education Act

<sup>39</sup> Section 5 (6) of Decree No. 614/2002 Coll. on the Study Credit System

<sup>40</sup> Section 5 (1) and (2) of Decree No. 614/2002 Coll. on the Study Credit System

faculty, stipulates otherwise. A minimum number of twenty (20) students is set for the opening of optional subjects, unless the Rector or the Dean, if the study program is implemented at the faculty, stipulates otherwise. If the number of students enrolled in a subject does not reach the minimum number, the enrolled students are obliged to choose another subject without undue delay, but no later than seven (7) days from the date, on which they were informed via the faculty/university website or by other appropriate means that the subject they originally chose is not to open.

- 7) A compulsory subject enrolled in a relevant academic year and passed unsuccessfully must be enrolled again during the course of study in the relevant semester of the following academic year. After a second unsuccessful attempt to pass a required subject, the student is expelled from the study for failure.<sup>41</sup>
- 8) If a student has not successfully passed a compulsory optional subject, he/she may re-enroll in the subject in the relevant semester of the following academic year or choose another, not yet completed, subject from the list of the compulsory optional subjects. The study of a subject enrolled in this way is assessed as the study of a subject repeatedly enrolled, i.e. the student is expelled from the study for failure after the second unsuccessful attempt to pass the subject.<sup>42</sup>
- 9) A student may enroll in the optional subject enrolled in and not successfully completed once again in the relevant semester of the following academic year, or may choose another subject from the offer of optional subjects or compulsory optional subjects that he/she has not yet completed. If a student has achieved a sufficient number of credits in the compulsory and compulsory optional subjects, he/she does not have to enroll in any optional subject. If the student has not achieved a sufficient number of credits, he/she will be expelled from the study after a second unsuccessful attempt to pass the selected optional subject.<sup>43</sup>
- 10) The student may, at his/her own discretion, choose additional subjects from the list of compulsory optional or optional subjects beyond the scope determined by his/her study program. The obligations of the chosen and enrolled study plan are binding on the student. For subjects that the student has enrolled in and did not complete, the FX (4) classification grade will be included in the weighted grade point average. A student may choose subjects from other study programs (beyond his/her own study program) up to a maximum of six (6) credits in one academic year.
- 11) A student may earn credits in the examination period of a given semester only in those subjects that he/she has enrolled in by the specified deadline. After this date, the study plan is binding on the student and cannot be changed.
- 12) Specialized practice may be part of the full-time study at any degree of study. The student is obliged to complete it within the specified scope. At both, the first and second degree of

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<sup>41</sup> Section 5 (3) of Decree No. 614/2002 Coll. on the Study Credit System

<sup>42</sup> Section 5 (4) of Decree No. 614/2002 Coll. on the Study Credit System

<sup>43</sup> Section 5 (5) of Decree No. 614/2002 Coll. on the Study Credit System



study, the relevant vice-dean evaluates the practice according to the degree of study, unless the Dean of the relevant faculty of the PEU determines otherwise.

- 13) The PEU and its individual faculties have study advisors to provide advisory services to students in drawing up their study plans. If the study advisor works within the faculty, he/she is appointed and dismissed from among the University teachers by the Rector or the Dean.<sup>44</sup> Unless otherwise specified, the study advisor is usually the relevant vice-dean hereunder.
- 14) If a student completes a part of his/her studies at another higher education institution in the Slovak Republic or abroad on the basis of a pre-agreed study agreement (including the subjects that the student will study at that institution), his/her credits earned shall be recognized under the Article 22 and 23 hereof.

### Article 13 **Individual Study Plan**

- 1) The PEU or the faculty, if the study program is implemented at the faculty, may also authorize an individual study plan for Bachelor's, Master's, Engineering, or Combined Studies. Studying according to an individual study plan is a study, in which the student follows the time and content sequence of the subjects of the study program while not attending the regularly determined forms of educational activities in person (e.g. lectures, seminars and exercises)<sup>45</sup>, but studying by distance and combined methods (mainly independently and with the help of individual consultations)<sup>46</sup>.
- 2) The student submits an application for permission to study according to an individual study plan in writing to the Rector, or to the Dean, if the study program is implemented at the faculty, usually at the beginning of the academic year. The decision of the Rector or the Dean to authorize the study according to an individual study plan is binding on the student and the university teachers. The Rector or the relevant Vice-Rector, or the Dean or the relevant Vice-Dean, if the study program is implemented at the faculty, in cooperation with the heads of the individual institutes, usually determine the conditions for completing subjects within the individual study plan.
- 3) The study according to an individual study plan may be permitted, in particular, to a student, who:
  - a) Is a representative in a major sport;
  - b) Cares of a minor child under three years of age, or to a pregnant student;
  - c) Is studying at another faculty of the PEU or another higher education institution;
  - d) Has a demonstrably serious health problem of a long-term nature;
  - e) Cannot participate in the prescribed forms of education due to other serious

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<sup>44</sup> Section 51 (9) of the Higher Education Act

<sup>45</sup> Article Section 11 (2) and (5) of the Study Regulations

<sup>46</sup> Article Section 11 (3) of the Study Regulations

reasons.

- 4) In addition to the application for permission to study according to the individual study plan, the applicant shall submit relevant documents proving that at least one of the conditions referred to in (3) has been met.
- 5) The Rector or the Dean may cancel the study according to an individual study plan at the written request of the student.
- 6) The academic year schedule applies when drawing up an individual study plan.
- 7) The decision and the conditions for completing the individual study plan are made in two (2) copies, one to be kept by the student and the other to be filed (registered) with the study department. The individual study plan is valid from the date of the registration thereof.
- 8) While studying according to the individual study plan, the student duly fulfils the obligations arising from the study program, with the exception of regular attendance at classes. Permission to study according to the individual study plan cannot affect the fulfillment of the conditions laid down for advancement to the next year or the basic rules concerning the standard length of study.
- 9) Control of the fulfillment of tasks resulting from the study of the relevant subject is carried out by the relevant teacher or the relevant head of the institute.
- 10) The study according to the Doctoral Studies always takes place according to the individual study plan under the guidance of a supervisor and under the conditions set by the accredited study program.<sup>47</sup>

#### Article 14 **Study Credit System**

- 1) The organization of all degrees and forms of higher education at the PEU and its faculties is based on the credit system in accordance with the legislation.<sup>48</sup> The credit-based system of the study involves the collection and transfer of credits. This system makes it possible to evaluate the student's burden associated with completing subjects in line with the rules contained in the study program through credits.<sup>49</sup>
- 2) Credits are numerical values assigned to subjects, expressing the amount of work required to acquire the prescribed learning outcomes. The standard load of the student in the full-time form of study in the whole academic year is expressed by sixty (60) credits (thirty (30) credits per semester). The standard load of the student in the external form of study in a full academic year is expressed as a maximum of forty-eight (48) credits depending

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<sup>47</sup> Section 54 (3) of the Higher Education Act

<sup>48</sup> Decree No. 614/2002 Coll. on the Study Credit System

<sup>49</sup> Section 62 (1) of the Higher Education Act

on the standard length of study of the relevant study program and the number of credits required for the proper completion thereof.<sup>50</sup>

- 3) Each subject has an assigned number of credits in the study program, which the student will receive upon successful completion thereof. The number of credits assigned to the subject reflects the proportion of the student's work required to successfully complete it within the standard scope of work per one academic year of study. The student may receive credits for a given subject only once during his/her studies.<sup>51</sup>
- 4) Credits earned for the completed program subjects are cumulative. The accumulation of credits means the summation of credits earned for the successful completion of subjects during the time, in which the student was enrolled in one study program. Credits earned within:
  - (a) The study of the study program properly completed;
  - (b) A part of the study completed at another faculty of the University;
  - (c) A part of the study completed at another higher education institution in the Slovak Republic or abroad formally assured by the requirements for the transfer of credits pursuant to Section 7 of Decree No. 614/2002 Coll.<sup>52</sup>
- 5) Each subject has a title and a code; it is designed as a one-semester subject. The basic data about the subject is given in the information sheet of the subject.
- 6) Subjects included in the study program are divided into:
  - a) Compulsory subjects – their completion is a condition for successful completion of the study program or its part;
  - b) Compulsory optional subjects – the completion of a specified number of subjects from this group according to the student's choice is the condition for successful completion of the study program or its part;
  - c) Optional subjects – all other subjects in the study program or in the study programs offered by other faculties of the PEU.
- 7) Subjects in the study program are divided into:
  - a) Subjects without continuity (enrolment in this subject is not conditional on the completion of another subject – a subject without prerequisites);
  - b) Subjects conditional on the successful completion of other subject/s (enrolment in this subject is conditional on completion of other subject/s – a subject with a prerequisite).

#### Article 15

### **Interim and Final Control of Study**

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<sup>50</sup> Section 62 (2) and (3) of the Higher Education Act

<sup>51</sup> Section 4 (1) and (2) Decree No. 614/2002 Coll. on the Study Credit System

<sup>52</sup> Section 4 (3) Decree No. 614/2002 Coll. on the Study Credit System

- 1) Completion of studies of the standard length requires obtaining the number of credits specified by the Higher Education Act or other generally binding legislation per an academic year. If the student changes his/her study schedule, he/she does not have to obtain the prescribed number of credits per an academic year, but the length of his/her studies in the chosen study program may not exceed the standard length by more than two (2) years (Article 10 (6) and (7) hereof).
- 2) The control stages of study within individual academic years ensure the continuous control of the fulfillment of study obligations (study). The condition for continuing studies in the next academic year is always the acquisition of at least 40 credits for the full-time students and 30 credits for the external form of study during the academic year that precedes the academic year and the year, to which the student is to advance. The student's enrolment is checked and confirmed by the PEU Pedagogical Department or the relevant study department of the faculty, if the study program is implemented at the faculty.
- 3) The final control of the study is the control of the fulfillment of all conditions needed for the successful completion of the study program, i.e. successful completion of studies. The final control of the student's studies is carried out by the PEU Pedagogical Department or the relevant study department of the faculty, if the study program is implemented at the faculty.
- 4) The guarantor of the study program determines, and is responsible for, the student's appropriate study obligations. In particular, he/she supervises the appropriate student load within each semester. The Vice-Rector for Educational Activities and the relevant Vice-Deans of the PEU faculties may check the appropriate student loads, as well as the compliance of the evaluation of the student's study results with the subject information sheets.

#### Article 16

#### **Progression Examinations – Number of Dates and Assessment of Subjects (Study Outcomes)**

- 1) At the beginning of the semester, in accordance with the subject information sheet, the teacher responsible for the subject – the subject guarantor (listed in the UIS)<sup>53</sup> or the relevant teacher (listed as a lecturer and/or examiner in the UIS) will inform the students of the specific ways of control and evaluation of the study of the subject, including the requirements for the continuous control and evaluation and/or examination (e.g. in the case of a written examination, its structure, scoring, etc.). For the purposes of this provision, the beginning of the semester shall be deemed to be the first two weeks of the teaching part of the semester for the full-time students, and the first student consultation meeting for the students studying the external form of study. For the purposes of this provision hereof, an explicit reference by the relevant teacher to a valid and published

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<sup>53</sup> Article 3 (5) of the Rector's Directive No. 2/2014, Rules for the Evaluation of the Quality of Higher Education Provided at the Pan-European University.

subject information sheet shall also be deemed to be familiarization of the students with the subject evaluation conditions.

- 2) The evaluation (examination) of the subject is entrusted to the teachers by the head of the relevant institute or the head of the department upon the instruction of the head of the institute. Professors, docents, and assistant professors with the “PhD” academic title (or CSc.) are eligible to take the examination. With the prior approval of the Dean, assistant professors (assistants) without the “PhD” academic degree (or CSc.) or external teachers, experts from science/research or practice may exceptionally evaluate (examine) (Article 31 (8) of the PEU Study Regulations).
- 3) The evaluation of the student’s study outcomes in individual subjects within his/her studies is carried out mainly by:
  - (a) Continuous control and evaluation of the study results during the teaching part of the semester (control questions, written tests, independent work assignments, term papers, seminar report, etc.);
  - (b) Examination during the examination period of the semester.
- 4) The proportion of the individual methods of assessment of the study program subjects is determined in the information sheets. The subject information sheet shall specify, how the subject will be assessed, i.e. by continuous assessment, examination (including the form according to 7), or a combination thereof). The acknowledgement of credits for a completed subject requires the fulfillment of the prescribed conditions, which must be set out in the subject information sheet and cannot be changed during the subject. If the preparation of a seminar paper is a condition, the scope of the seminar paper must also be specified. In terms of the formal conditions and requirements, the internal regulations of PEU or its faculties on final theses apply appropriately to seminar papers and similar written outputs of the student (e.g. essays, case studies, etc.).
- 5) Completion of the subject is evaluated by a classification grade, unless otherwise provided for herein (Section 6). The classification grade reflects the quality of the acquisition of knowledge or skills in accordance with the subject objective as stated in the subject information sheet. The determination of the method of evaluation is based on the principle of continuous and appropriate load of the student’s study obligations. If using continuous control and evaluation of the study outcomes (Section 3 (a)), the evaluation by the classification grade is basically done for the student’s work during the teaching part of the semester during the teaching part of the semester (e.g. for the level of answers to control questions in seminars; for the preparation of a seminar papers, etc.).
- 6) In selected subjects, it may be determined that they will not be evaluated by the classification grade, but by the Pass/Credited (Z) or Fail/Not Credited evaluation based on the student’s work in progress and his/her review during the teaching part of the semester.
- 7) The aim of the subject (examination) evaluation is to verify the knowledge acquired in the subject and the student’s ability to apply it. The exam can be:
  - (a) Written;
  - (b) Oral;

- (c) In electronic form;
- (d) In any combination of the forms referred to in (a) to (c).

- 8) The written examination shall be held under the supervision of the examiner and/or a person authorized by the examiner (e.g. a PhD student) on one day; it shall not exceed two hours in length. The examiner shall notify the student of the result of the written examination no later than three (3) working days after the date of the examination. The written examination can also be conducted electronically (e.g. within the UIS application); it is also used in the case of students studying temporarily on foreign study stays (ERASMUS).
- 9) In the case of a combined examination, the evaluation of the written part of the examination is usually followed by the oral part on the same day.
- 10) Examinations may only be taken during the period designated for their completion, which is set out in the academic year schedule concerned, unless otherwise provided for herein. The specific dates, time, and place of the examinations and the method of registration for the examination are published in the UIS, which ensures the administration of the study.
- 11) If the subject is evaluated by examination (Section 3 (b)), the deadlines for individual subjects are listed by the subject guarantor, the head of the institute/department, or the relevant teacher (Section 1) three (3) weeks before the start of the examination period at the latest. The dates of evaluations (examinations) must be set at a sufficient distance, i.e. so that at least one term is announced in each week of the relevant examination period. Further terms can also be announced continuously, i.e. already during the examination period. The evaluation (examination) can also be taken in the final week of the study (referred to as the “pre-term”).
- 12) The examiner may also list the examination date after the end of the examination period, but no later than three (3) weeks after the end of the examination period in the case of the winter semester, and no later than the end of the academic year in the case of the summer semester. In addition, examinations (evaluation of subjects) can also be conducted in individual examination dates. The head of the institute or the relevant Vice-Dean or Dean decides on an individual examination date, and the examination date itself, and the examiner upon the student’s application and the attached documents, no later than within five (5) working days from the date of receipt of the application. The application, including supporting documents, shall be submitted in writing (or by e-mail), using the form available on the website of the faculty concerned. A declaration of the student that he/she has not used up all the examination terms allowed by the study regulations shall form a mandatory part of the application. This declaration shall be in the nature of an affidavit. Providing false data in the application, including false information, is considered a study-related disciplinary offense and may result in disciplinary action against the student. The application for taking the examination on an individual date does not extend the number of dates available to the student for taking the examination according to the study regulations, but only changes the time regime of its execution.

- 13) The individual examination date can be approved, in particular, if at least one of the following reasons has been fulfilled, for which the student did not take the examination in the duly announced dates for the respective subject:
  - (a) The student has been sent by the faculty for an ERASMUS study stay or other similar study stay in the relevant academic year;
  - (b) The student has been demonstrably incapacitated for at least three (3) weeks during the examination period;
  - (c) The student was unable to attend the examinations for other demonstrable reasons for at least three (3) weeks during the examination period (in particular, the student's work obligations, other health reasons, personal or family reasons, staying abroad, etc.).
- 14) If the student fails to pass the examination in the regular term, i.e. is classified as "failed" (FX), he/she has the right to one free (first) correction term. If the student did not get a grade A to E for the subject even, within the first correction term, he/she has the right to two further correction terms, which are conditional upon a payment of the fee set by the internal regulation of PEU, Fees Associated with Studies.
- 15) The student has the right to participate in all four examination dates without a separate application to be submitted and approved provided that the other conditions for his/her participation in the examination have also been met, in particular, the condition of being admitted to the examination in the context of the maximum number of absences from the teaching units, and the payment of a special fee (for the second and third correction examination dates).
- 16) For serious, especially medical reasons, the student may justify his/her absence from the examination in writing (also electronically, e.g. by e-mail) and by documentary evidence no later than three (3) working days from the date specified for the examination. The excuse is the responsibility of the subject supervisor or the examiner. Upon an excused absence, the student is entitled to the same term he/she did not attend.
- 17) If the student is absent from the examination and his/her attendance has not been excused, the student is evaluated with the classification grade "FN" and this term is included in the total number of terms.
- 18) If the student has participated in the examination, or part thereof, but withdrew from it, the student shall be evaluated with the classification grade "FX". The student shall be evaluated in the same way, if he/she has passed the exam but wishes to retake it, especially if he/she attempts to obtain a better classification grade.
- 19) The student does not have the right to retake the examination in the same subject on the same day.
- 20) The degree of mastery of the prescribed knowledge (quality of acquired knowledge within the subject) is evaluated by the classification grade for subjects that end with the examination, with a score from 0 to 100. The student's overall examination score is obtained as the sum of the points assigned to the student in active forms of teaching and

the points obtained during the examination. If, according to the subject information sheet, a full score of up to 100 points may be awarded on the basis of a continuous evaluation, the classification grade is awarded for the results of work and study demonstrated during the semester.

- 21) The evaluation of the student's performance in the examination is carried out by six classification grades as follows:
- A – Excellent (excellent results) = 1;
  - B – Very good (above average results) = 1.5;
  - C – Good (average results) = 2;
  - D – Satisfactory (acceptable results) = 2.5;
  - E – Sufficient (results meet the minimum criteria) = 3;
  - FX – Insufficient (more work required) = 4.
- 22) In case of the point evaluation, the points obtained from the continuous evaluation for the work during the semester, if this method of verifying knowledge has also been applied, shall be added to the points awarded to the student for the extent and quality of his/her knowledge as demonstrated and ascertained in the examination. The individual classification grades (A to FX) of the credit system are awarded on the basis of the following score, which reflects the degree of success in completing the subject as follows:
- A = 94 – 100 points = 1
  - B = 86 – 93 points = 1.5
  - C = 76 – 85 points = 2
  - D = 66 – 75 points = 2.5
  - E = 56 – 65 points = 3
  - FX = 0 – 55 points = 4
- 23) If the student is repeatedly evaluated with the classification grade “FX” for a completed subject, even in correction terms, he/she does not receive credits for this subject and the classification grade “4” (FX) is included in the evaluation of the study outcomes. If the subject is not evaluated with the classification grade, in particular, upon the evaluation of the student's continuous work and its control during the teaching part of the semester in accordance with Article 16 (3) (a) hereof, he/she is awarded the grade of “passed”/”credited” (Z) or “failed”/”not credited” during the examination period (Section 6).
- 24) Upon a written (e-mail) application from the student, the head of the institute or the relevant Vice-Dean may determine that the student will take the advancement examination in the second or third correction term before a three-member committee appointed by the head of the institute or the relevant Vice-Dean, with at least one member of this committee being a professor or docent. In the application, the student shall usually also state the reasons, for which he/she is requesting the examination before the committee. If the student requests to take an examination before the committee, the head of the institute or the relevant Vice-Dean shall determine the date of the examination. The date so determined for the examination may not be earlier than seven (7) days after the date, on which the student was notified in a demonstrable manner that his/her request to take the examination before the committee has been granted by the head of the institute or



the relevant Vice-Dean, and of the date determined for the examination. The examination before the committee is oral, if the actual advancement examination is to be held in oral form according to the subject information sheet. In case of the oral committee examination, a record of the examination and its outcome shall be drawn up and signed by all three members of the committee. If, according to the subject information sheet, the examination is to be held in a written form, the committee examination shall be carried out in such a way that all members of the committee designated by the head of the institute or the relevant Vice-Dean attach their names, surnames, and signatures to the test/written work and its evaluation. In the case of a combined examination, this provision of the Examination Regulations shall be followed *mutatis mutandis*. In the committee examination, all members of the committee shall have per one (1) vote; the result of the examination shall be decided by a majority of all votes. The head of the institute or the relevant Vice-Dean organizes the work activity and the committee examinations in such a way that several students can take part in the committee examination on the same date, of the head of the institute received several requests for the committee examination in the relevant time period.

- 25) The examiner enters the examination evaluation (results, classification grades) into the UIS no later within than three (3) working days after the day, on which the examination or the last part of the examination was held.

#### Article 17

#### **State Examinations and Final Theses**

- 1) Each study program shall include, as one of the conditions for its successful completion, the completion of the state examination/s, to include the submission and defense of the thesis.<sup>54</sup>
- 2) The following is the condition for the proper completion of Doctoral Studies:
  - (a) Passing the dissertation examination, which is one of the state examinations and, subsequently,
  - (b) The defense of the dissertation.
- 3) Faculty assigns the thesis topics in a sufficient time and in sufficient numbers to allow each student to register for a thesis topic. The relevant Vice-Dean of the faculty, in coordination with the heads of the individual institutes, shall be responsible for the timely publication of a sufficient number of topics; they may impose the necessary instructions. Each topic is assigned a supervisor (thesis supervisor), with whom the student has the right to consult the method and content of the final thesis. The supervisor is obliged to provide the student, whose thesis he/she supervises, with assistance within the time set in Article 31 (10) of these Study Regulations. The maximum number of theses that one supervisor can simultaneously supervise in both degrees of study is ten (10).

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<sup>54</sup> Section 51 (3) and Section 63 (1) of the Higher Education Act

- 4) The student is obliged to choose the topic of the thesis no later than the end of the winter semester of the penultimate academic year of his/her studies and to submit it by the deadline set by the academic year schedule. The Rector, or the Dean of the faculty, if the study program is implemented at the faculty, may extend the deadline for the submission of the thesis to the student at his/her written request, respecting the reasonable time between the submission of the thesis and its defense.
- 5) The thesis must be prepared exclusively by the author independently; it must not unlawfully interfere with the rights or legally protected interests of any third parties, in particular, it must not violate the intellectual property rights of a third party, or unlawfully deal with classified information or personal data, confidential information, or trade secrets of a third party.<sup>55</sup>
- 6) Details on the procedure for listing the thesis topics, processing/submission/registration/archival of the theses, and accessibility thereto shall be established by a special internal regulation of the PEU.
- 7) The individual parts of the state examination are governed by the study program, the regular and correction dates comply with the academic year schedule; they are set and published by the Rector on his/her website, or by the Dean, if the study program is implemented at the faculty, at least two (2) weeks prior to the examination, including the division of students into individual dates.
- 8) The student applies for the state examination upon a written or electronic application via the UIS system, on the date determined by the study schedule for the relevant academic year. The student is entitled to take the state examination on the regular date, if he/she has fulfilled all the requirements of the study program on the date specified in the study schedule.
- 9) The student may, for serious medical or personal reasons that can be sufficiently demonstrated, request the relevant Dean of the faculty to change the date of the state examination. If the student has not attended the state examination and/or if he/she has requested a change of the date thereof, and has duly excused himself/herself, or has failed to pass the state examination, he/she may take it in the period of time designated by the study schedule as a period of time for taking the state examinations and defending the final theses in the correction period.
- 10) If the student is subject to disciplinary proceedings, he/she may not take part in the state examination or its parts (including the defense).
- 11) The state examination (any part of it) may be taken only before an Examination Committee, whose composition is approved in writing by the Rector or the Dean, if the study program is implemented at the faculty.<sup>56</sup>

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<sup>55</sup> Section 62a (1) of the Higher Education Act

<sup>56</sup> Section 63 (4) of the Higher Education Act

- 12) The Examination Committee for the state examinations shall have at least four members.<sup>57</sup>
- 13) Only university teachers working as professors and docents and other experts approved by the relevant scientific council have the right to examine at the state exam; in the case of Bachelor's Studies programs, also university teachers acting as assistant professors with a third-degree university education.<sup>58</sup> As a rule, the Examination Committees of the Master's (Engineering, Combined) and Doctoral Studies also include prominent experts in the given field of study from other universities, legal entities conducting research and development in the Slovak Republic, or from practice within the Slovak Republic and from abroad (i.e. from outside the PEU). The Rector or the deans of the faculties, if the study programs are implemented at the faculties, shall keep and update a list of persons authorized to examine at the state examination; this list shall be made available in particular to the Vice-Deans and heads of institutes.
- 14) The Examination Committee in Bachelor's Studies programs shall include at least one university teacher acting in the capacity of professor or docent. In the framework of the Master's and Engineering programs, or in the framework of Combined Studies, at least two members of the Examination Committee for state examinations are university teachers working as professors or docents; one member is usually from an external environment outside the PEU.<sup>59</sup> In the Doctoral Studies, there is always one member of the committee from another higher education institution, preferably from abroad; at least two members are university teachers working as professors or docents in the dissertation examination and defense.
- 15) The heads of the relevant institutes shall send to the Dean of the faculty for approval the proposed composition of all committees for state examinations (including defenses of final theses), from among the university teachers authorized to examine at the state examinations, not later than two (2) weeks before the scheduled start of the state examinations and defenses according to the study schedule adopted for the relevant academic year.
- 16) The proposal for the composition of the State Examination Committees shall be submitted on a standardized form. The form shall be delivered to the Dean of the faculty in a printed copy.
- 17) The heads of the institutes set up the committees so that the proper course of teaching during the academic year is not disturbed, i.e. especially lectures, seminars, advancement examinations, etc. and, at the same time, so that the State Examination Committee meets all the legal prerequisites and conditions. Committees shall be proposed obligatorily also with substitutes.
- 18) As a rule, the Dean of the faculty approves the composition of the State Examination

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<sup>57</sup> Section 63 (6) of the Higher Education Act

<sup>58</sup> Section 63 (3) of the Higher Education Act

<sup>59</sup> Section 63 (4) of the Higher Education Act

Committee within two (2) weeks of the receipt thereof. If the State Examination Committee does not meet the statutory conditions (e.g. Article 17 (13) hereof), the Dean shall not approve the proposal. The Head of the Institute shall submit a new proposal for the composition of the State Examination Committee to the Dean of the faculty within three (3) days of the return of the original proposal.

- 19) The composition of the Examination Committees may be made public no earlier than on the date of its meeting.
- 20) The state examination shall be held before the Examination Committee. The state examination may be held only in the presence of at least three members of the Committee.
- 21) The course of the state examination and the announcement of its results are public. The decision of the Examination Committee on the results of the State Examination shall take place at a closed meeting of the Examination Committee.<sup>60</sup>
- 22) The Committee has a quorum in deciding if the chairperson and at least two other members of the committee are present. Each member of the Committee has one vote; the result of the state examination evaluation of each student is decided by a vote of all Committee members. In case of equality of votes, the chairman's vote shall prevail.
- 23) The evaluation of the individual parts of the state examination and the defense of the final thesis is carried out in six qualification levels:
  - A – Excellent (excellent results) = 1;
  - B – Very good (above average results) = 1.5;
  - C – Good (average results) = 2;
  - D – Satisfactory (acceptable results) = 2.5;
  - E – Sufficient (results meet the minimum criteria) = 3;
  - FX – Insufficient (more work required) = 4.
- 24) The student is notified separately of the evaluation of each part of the state examination (per individual subjects) and of the evaluation of the defense of the final thesis. In the evaluation of each part of the state examination, the members of the Committee also have at their disposal a transcript of the study results (subject evaluation) of the respective student.
- 25) The overall grade of the state examination is “passed with distinction”, “passed” or “failed”. The state examination shall be graded “passed with distinction” if the student is graded in each part of the examination with classification grades A or B only, where the number of grades with grade A shall not be less than the number of grades with grade B. The overall “pass” grade is awarded, if the student does not meet the above rule and was not graded “Insufficient (FX)” in any part of the state examination. If any part of the state examination was graded with “Insufficient (FX)”, the overall evaluation of the state examination is “failed”.

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<sup>60</sup> Section 63 (2) of the Higher Education Act

- 26) If the committee evaluates any part of the state examination with the classification grade “Insufficient (FX)”, the student fails the state examination and may repeat the given part of the state examination only twice, within the deadline set in the Study Regulations, or the study schedule. In the event of a second repeated failure, the study is terminated for failure to meet the conditions of the study program (Article 25 (3) (c) hereof). A fee may be charged for a second correction date of the state examination.
- 27) The student repeats only that part of the state examination (defense, subject, etc.), in which he/she obtained the classification grade “Insufficient (FX)”.
- 28) State examinations may only be held on days and at times approved by the Dean of the faculty. The state examination or part thereof must always be held on the premises of the relevant faculty and its departments.
- 29) The Chairperson of the State Examination Committee is responsible for the proper conduct of the state examination.
- 30) A record of the state examination, or a part thereof, shall be drawn up and signed by the chairperson and all members of the Committee present. The protocol shall also include a transcript of the study results, the originality control protocol, and the evaluation of the supervisor and the opponent of the final Bachelor’s or Master’s thesis.
- 31) The result of the state examination shall be entered into the UIS no later than the next working day.
- 32) The student must pass the state examination, or parts thereof, in such a way that the study according to the study program does not exceed its standard length by more than two (2) years; otherwise, the study is terminated due to failure to complete the study within the standard length<sup>61</sup> (Article 25 (3) (b) hereof).
- 33) At any time during the state examination, no later than before the announcement of the result thereof, the student may raise an objection to its subject stating a specific reason, if he/she considers that the state examination was not conducted in accordance with the Higher Education Act, herewith, with other internal regulations of the PEU, or for other reasons. If the chairperson of the Committee cannot meet the objection on the spot, he/she shall immediately forward it in writing to the Rector or to the relevant Dean of the faculty, if the state examination within the study program is conducted at the faculty.
- 34) If, while investigating the student’s objection or in any other way, the Rector or the Dean finds that, during the state examination, there has been a violation of the Higher Education Act, these Study Regulations, internal regulations of the PEU or its faculties, he/she may declare the state examination, or any part thereof, invalid and decide on an alternative date for the state examination (a part thereof).

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<sup>61</sup> Section 65 (2) of the Higher Education Act

- 35) The student may waive the right to comply with the time limit in writing in advance under Article 17 (7), thereby agreeing to participate in the date set in less than two (2) weeks.

### Article 18 **Concurrent Study**

- 1) The PEU and its faculties allow the PEU students to study concurrently several study programs at the same or another PEU faculty. Two or more study programs can be studied concurrently in the full-time study or in an external form of study, or in a combination of both.<sup>62</sup>
- 2) The recognition of part of a student's studies in another study program and/or at another faculty of the PEU is covered by Article 23 hereof.
- 3) If studying at several faculties of the PEU, the student has the possibility to obtain several types of incentive scholarships at each of the faculties of the PEU, if he/she meets the conditions of a specific internal regulation of the PEU.<sup>63</sup>

### Article 19 **Organization of the Academic Year**

- 1) The academic year begins on 1 September of the current year and ends on 31 August of the following year.<sup>64</sup>
- 2) The study in one academic year is divided into the winter and summer semesters in accordance with the PEU Statute.<sup>65</sup>
- 3) Each semester consists of a teaching part and an examination period.
- 4) The Rector, or by the deans of the faculties, if the study program is carried out at the faculties, in consultation with the Rector, set the duration of the teaching part and the examination period (the academic year schedule) annually, at least three (3) months before the beginning of the academic year. The academic year schedule provides the organization of:
  - a) The full-time study in such a way that the study according to the recommended study plan includes the work of the student in the range of 1,500 to 1,800 hours per academic year, including independent study and independent creative activity, depending on the study program in terms of time intensity; and
  - b) The external form of study in such a way that the study according to the recommended study plan includes the work of the student in the range of 750 to 1,440 hours per academic year, including independent study and independent

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<sup>62</sup> Article 11 of the Study Regulations

<sup>63</sup> see Scholarship Regulations of the Pan-European University

<sup>64</sup> Section 61 (1) of the Higher Education Act

<sup>65</sup> Section 61 (2) of the Higher Education Act and Article 18 (3) of the Statute

creative activity, depending on the study program in terms of time intensity.<sup>66</sup>

#### Article 20

### **Weighted Study Average**

- 1) The weighted study average is a criterion for evaluating the quality of the student's academic performance, which combines evaluation of the subject (classification grades) and credits. It is calculated for each student for the academic year, for the first stage of study and for the whole study. It is calculated by adding up the products of the student's credit evaluation and the numerical value of the classification grade for all subjects taken during the evaluation period, divided by the sum of the credits earned during the period. (In calculating the weighted study average for the academic year, the credits will also be used in the classification grade 4 – FX).
- 2) The evaluation and classification of students' work is based on a set level characterizing the European standard of the sum of the knowledge of university students.
- 3) The weighted study average is mainly used for competition selections, in enrolment in the subjects due to educational capacity options, also in decision-making on loans, awarding scholarships, etc.

#### Article 21

### **Overall Study Evaluation, Awards, Honors and Rewards**

- 1) The overall evaluation of the study is carried out after all the obligations prescribed by the study program were fulfilled and the state examination was successfully completed, namely by the following grades:
  - a) Passed with Distinction, or
  - b) Passed.
- 2) A student is graded "Passed with Distinction" if his/her weighted study average for the entire study is not higher than 1.5 in all parts of the state examination and he/she was graded A (1) in the defense of the final thesis, and if no part of the state examination was taken in the correction term. In other cases, the student is graded "Passed".
- 3) The Rector's Award or Dean's Award, commendation or other reward may be awarded to the student for excellent results achieved during his/her studies. A commendation or reward may also be awarded to the student for an outstanding final thesis, an exemplary act performed, or for the successful representation of the PEU or its faculty, especially at the domestic or international student scientific events or other important competitions.

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<sup>66</sup> Section 60 (2) and (3) of the Higher Education Act

Article 22  
**Changes during Studies**

- 1) The student of the PEU or its faculty may, during the course of his/her studies, usually at the beginning of the academic year, request in writing for:
  - a) The change of the study form,
  - b) The change of the study program he/she is studying.
- 2) The student of the PEU or its faculty may request in writing to interrupt his/her studies, usually for a complete part (semester, academic year):
  - a) Due to the student's health or other serious personal reasons, even repeatedly, for a total of no more than two (2) years;
  - b) Without giving a reason, for a maximum of one (1) year, and only once in each grade;
  - c) For maternity leave for a maximum of one (1) year.

The Dean of the faculty shall not authorize interruption of studies, if the total duration of interruption of studies during a particular degree of study – for the reasons listed in (a) to (c) – exceeds or should exceed a total period of three (3) years for the student-applicant. In the application, the student shall indicate the proposed beginning and end of the interruption of his/her studies.

- 3) The period of interrupted study does not count towards the standard length of study.
- 4) Changes during studies and other facts according to Section 1 or interruption of studies according to Section 2, are authorized by the Rector, or by the Dean, if it is a study program carried out at the faculty.<sup>67</sup> The decision on the change (other facts)/interruption of studies or the decision to reject the change (other facts)/interruption of studies shall be made in writing within fifteen (15) days of the application. The decision must contain a statement and justification (according to 2(a) to (c)) and must be delivered to the applicant by registered mail. If the decision is not possible to deliver the decision to the applicant by registered mail, it shall be delivered by posting it on the official bulletin board of the PEU or the relevant faculty within fifteen (15) days. The last day of this deadline shall be deemed to be the day of delivery. The decision cannot be appealed.
- 5) On the date of interruption of studies, the student loses his/her status of a student under the Higher Education Act. The student cannot take examinations and cannot be awarded credits. For the period of interruption of studies, the student shall hand over the student card (and the printed form of the study report – Index) to the Study Department.
- 6) The student has the right to re-enroll after the expiry of the period, for which the studies were interrupted. If the reasons for the interruption of studies cease earlier and organizational reasons do not prevent it, the Rector or the Dean, if the study program is implemented at the faculty, may terminate the interruption of studies upon a written request of the student even before the expiry of the period of the interruption of studies.

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<sup>67</sup> Section 64 of the Higher Education Act



- 7) If the student does not appear for enrollment in the next period of study or does not appear for re-enrollment after an interruption, the PEU or the relevant faculty shall invite the student in writing to appear for enrolment within ten (10) working days of delivery of this invitation. If, after receiving the invitation, the student does not appear for enrolment within the specified period, and also does not request an extension of this period due to health reasons that prevent him/her from appearing for enrolment, his/her studies shall be considered to have been abandoned. The day, on which a student abandoned studies, is considered the day, on which the student should have enrolled in the next period of study, or on which he/she should have re-enrolled.
- 8) If, during the interruption of studies, the study plan, according to which the student was studying, has been changed, the Dean shall determine, pursuant to the Study Regulations and the relevant study program, which study obligations the student must fulfill, and shall set deadlines for their fulfillment.
- 9) Studying abroad is considered one of the serious reasons for interrupting studies, except for studies carried out outside the European and bilateral projects of the University or faculty. The Dean will interrupt the student's studies upon submission of the application and confirmation of admission and enrolment at the foreign higher education institution. The prerequisite is the completion of the first year of study at own faculty.

#### Article 23

#### **Recognition of a Part of Studies**

- 1) The Rector, or the Dean, if the study program is implemented at the faculty, decides on the recognition of a part of the student's studies upon a written request from the student in the case of:
  - (a) Transfer of a student from another higher education institution under the Article 9 hereof;
  - (b) A change in the study program he/she is studying under the Article 22 (1) (b) hereof;
  - (c) Re-admission of a student, who has terminated his/her studies for failure, or abandoned the study program at the PEU or its faculty under the Article 25 (7) hereof;
  - (d) Concurrent study of another study program at the same faculty of the PEU or another faculty of the PEU according to Article 18 hereof.

In particular, the student shall enclose with the application the officially certified evidence of the examination and the evaluation obtained, for example in a form of a transcript of the study results certified by the Study Department (Article 27 (4), if the student is a student of another faculty of the PEU), or an information sheet of the subject/exam to be recognized.
- 2) The examination in a compulsory subject and a compulsory optional subject may be recognized only if the applicant has taken it in the same field of study and no more than five (5) years have elapsed since the examination was taken. In order to recognize examinations taken at another faculty of the PEU or another higher education institution, the Dean may request the opinion of the head of the relevant department or the head of the relevant institute. If the student's examination cannot be recognized, credits cannot be

awarded.

- 3) Credits for optional subjects can be recognized, if their completion expands knowledge in the relevant field of study, for which the applicant wishes to enroll.
- 4) Studies carried out within the framework of the European study programs, as well as on the basis of the bilateral agreements, may be fully recognized from a time point of view and may replace a comparable part of the study in the relevant study program at the faculty concerned, if the study abroad was carried out in accordance with a pre-approved study plan. Recognition of a period of study under this provision does not relieve the student of the obligation to fulfill his/her study obligations at the relevant faculty. The student is obliged to pass the examinations that could not be recognized for objective reasons after returning to the relevant faculty pursuant to the generally binding legal regulations and Internal Regulations of the PEU.
- 5) Higher education studies carried out outside the forms referred to in the previous section, at higher education institutions mainly outside the European Union, shall be recognized upon a written application of the student with the following documents:
  - (a) Certificate of recognition of the foreign educational institution from the Centre for the Recognition of Educational Documents; or
  - (b) Certificate of completion of studies from the foreign higher education institution and of the examinations taken, including the syllabi of the subjects passed by him/her, and the credits obtained, certified by the foreign higher education institution.The student shall submit the application with an official translation of the documents, if requested by the Rector, or the Dean, if the study program is implemented at the faculty, who shall decide on the application on the basis of the documents or the requested statements from the heads of the institutes.
- 6) The Rector, or the Dean, if the study program is implemented at the faculty, will decide on the recognition of the examinations within thirty (30) days from the date of submission of the application.
- 7) A minimum of 40 credits (full-time study) or 30 credits (external form of study) must be obtained for examinations taken in the relevant academic year; this shall not apply in the final year of the first to third degree of study. Credits for the examinations recognized at another higher education institution will be counted towards the student's 180 credits of Bachelor's studies or 120 credits of Master's studies or Engineering studies. The total number of credits accepted from other higher education institutions cannot exceed 100 credits at the Bachelor's studies, and 65 credits at the Master's or Engineering studies.
- 8) The following conversion scale shall be applied to recognize the examinations of students assessed using the traditional grading scale: 1 – Excellent (A); 2 – Very good (C); 3 – Good (E). If the student was evaluated at another higher education institution, in particular at a higher education institution abroad, by a scale other than the classification scale applicable at the PEU, the Rector or the Dean, if the study program is implemented at the faculty, decides on the classification grade that the student will receive in the subject recognition regime.

## Article 24

### **Completion of the Part of Studies at another Higher Education Institution Abroad**

- 1) Part of the study at another higher education institution based outside the territory of the Slovak Republic (hereinafter referred to as “Foreign Study Stay” in the appropriate form), which does not exceed one (1) academic year in length, and which is carried out upon a scholarship program, in which the Slovak Republic participates upon an international agreement on the bilateral, cultural, scientific and educational cooperation, a scholarship program of the European Union or bilateral cooperation between the PEU and another higher education institution outside the territory of the Slovak Republic, is considered part of the study at the PEU.
- 2) Given the principle referred to in the previous section, the study obligations performed during the Foreign Study Stay are counted-in on the basis of the relatedness of the completed parts of the study stay with the obligations according to the study program of the student at the PEU.
- 3) Completion of a practical internship abroad is also considered a Foreign Study Stay, if the PEU has agreed on such internships with entities based outside the territory of the Slovak Republic.
- 4) The student has the right to include the information in the addendum to the diploma that he/she completed a Foreign Study Stay during his/her studies at the PEU, if such study or internship is a part of studies at the PEU within the meaning of Section 1.
- 5) The commitments of PEU resulting from the European University Charter (Erasmus University Charter for the years 2007-2013, Erasmus Charter for Higher Education for 2014-2020) take precedence over the internal regulations of the PEU.
- 6) The method of implementation of the Foreign Study Stay within the framework of the Lifelong Learning Program, as well as the competence of the PEU and its faculties in providing the program, are regulated by a special internal regulation of the PEU.
- 7) The admission of students of another higher education institution, including a higher education institution based outside the territory of the Slovak Republic, to the part of studies at the PEU, and the rights and obligations of these students are governed by the provisions of Section 58a of the Higher Education Act.

## Article 25

### **Completion of Studies**

- 1) The student of the PEU or its faculty duly completes his/her studies by graduating according to the relevant study program, if he/she:
  - a) Completed all compulsory subjects and the prescribed number of compulsory optional subjects;
  - b) Obtained the prescribed number of credits set for the relevant degree of study

- c) Successfully passed the state examination prescribed by the study program and defended the final Bachelor's or Master's thesis.
- 2) 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 program was fulfilled.<sup>68</sup>
- 3) In addition to the proper graduation, the study will be end by:<sup>69</sup>
- a) Abandoning the study on the date, on which the University received the written declaration of the student about abandoning the studies;
  - b) Not completing studies in a standard length of study, or not completing studies in an extended length of study on the day, when the academic year, in which the student was to complete his/her higher education studies, ended;
  - c) Expulsion from studies for failure to meet the conditions resulting from the study program and these Study Regulations or other internal regulations of the PEU and its faculties on the day, when the decision on expulsion from studies became final;
  - d) Expulsion from studies for a disciplinary offence on the date, on which the decision on expulsion from studies became final;
  - e) Cancellation of the study program, if the student does not accept the offer of the PEU to continue his/her studies in another study program, on the date, on which the University announced the cancellation of the study program;
  - f) The death of a student; and
  - g) Expulsion from studies for failure to pay the tuition fees associated with the studies within the specified time limit.
- 4) The Rector, or the Dean of the faculty, if the study program is implemented at the faculty, shall decide on the end of studies pursuant to 3 (b) or 3 (c) for failure, if the student:
- a) Has not obtained at least 40 credits (the full-time student) and 30 credits (the external student) for the academic year of study;
  - b) Even after the second enrolment, has not obtained credits for a compulsory subject or a compulsory optional subject (in the case of a compulsory optional subject, this provision does not apply to the student, who has already successfully completed a specified number of compulsory optional subjects); the procedure in the optional subjects shall comply with Article 12 (9);
  - c) Did not meet the time limit for graduation.
- 5) Upon request, the PEU or the relevant faculty shall issue a certificate of successfully completed subjects to the student, who has ended his/her studies due to failure, in the form of a transcript of the study results, indicating the reason for the end of studies.
- 6) Upon request, the PEU or the relevant faculty shall issue a transcript of successfully completed subjects to the student, who has abandoned studies by written notification to the Rector or Dean. The transcript shall indicate that the student abandoned his/her studies.

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<sup>68</sup> Section 65 (1) of the Higher Education Act

<sup>69</sup> Section 66 of the Higher Education Act

- 7) The student, who ended his/her studies for failure, or abandoned the study program at the PEU or its faculty, has the right to reapply for the study of the chosen study program at the PEU and its faculty according to Article 4 et seq. hereof. The entrance examination under the Article 3 (3) hereof may be waived in case of an applicant, who reapplies for the study program of the relevant degree in the same field of study and no more than five (5) years have elapsed since he/she abandoned/ended for failure the study. Upon application, the relevant part of the studies may be recognized under Article 23 hereof.

#### Article 26

### **Internal Quality System**

- 1) The PEU and its faculties regularly assess the level of quality of the provided higher education through the implementation of the internal system and its continuous development. The internal system regulates the way the mission of the PEU has been fulfilled in the field of higher education through:
  - a) Quality assurance strategy for the higher education and the research quality;
  - b) Development activities, artistic activities, or other creative activities; the quality assurance processes for the higher education;
  - c) Quality of creative activities and the links between the creative activities and higher education.
- 2) Details on the development, implementation, use, and functionality of the internal quality system of the PEU and its faculties shall be laid down in the internal regulation of the PEU.

#### Article 27

### **Evidence of Studies and Graduation**

- 1) Evidence of study includes:
  - a) Student ID;
  - b) Study report (Index or e-index); and
  - c) Transcript of the study results.<sup>70</sup>
- 2) A student ID card is a document that confirms the student's legal status, entitling him/her to enjoy the rights and benefits of a student arising from the law, the PEU regulations, and agreements with other legal entities. This document shall also serve to prove the data entered therein. The student is obliged to collect the card from the PEU or from the relevant faculty, if the study program is carried out at this faculty, after enrolment in the student register. Among other data, the card indicates the period, during which the student fulfilled the conditions for continuing in his/her studies.<sup>71</sup>
- 3) The study report (Index or e-Index) is an electronic record, in which the student's study plan (especially subjects) and the results of the control of study success or study

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<sup>70</sup> Section 67 (1) of the Higher Education Act

<sup>71</sup> Section 67 (2) of the Higher Education Act

performance are entered. The PEU or the faculty, if the study program is implemented at the faculty, may also issue a printed non-binding index (ŠEVT) to the student for a fee.<sup>72</sup>

- 4) Transcript of the study results contains data on the study obligations that the student has fulfilled as part of the study program.<sup>73</sup> The statement is issued by the PEU the relevant faculty, or if the study program is implemented at the faculty. This document is issued in accordance with the principles contained in the legislation and Internal regulations of the PEU; upon special request, the PEU also issues it in English. The document belongs to:
  - a) A person, who has completed the study program;
  - b) A student upon his/her application;
  - c) A graduate of the study program upon his/her application.<sup>74</sup>
  
- 5) Evidence of completion of the study program in the field of study include:<sup>75</sup>
  - a) University Diploma;
  - b) State Examination Certificate;
  - c) Diploma Supplement.The documents under (a) to (c) shall be issued in Slovak and also in English or another foreign language, under the conditions specified in a special regulation of the PEU. Evidence of completion of studies is public documents pursuant to the Higher Education Act.<sup>76</sup>
  
- 6) The University Diploma is a document of completion of an accredited study program in a relevant field of study, and of the award of an academic degree.
  
- 7) The State Examination Certificate is a document of the completed state examination, the components, and result thereof.
  
- 8) The Diploma Supplement is a document that contains details of the completed study program. The graduate receives Diploma Supplement together with the Diploma.
  
- 9) Evidence of completion of the study program is usually presented at the academic ceremony (graduation).
  
- 10) Details on the conditions for issuing documents of graduation (including the issue of copies, transcripts, or copies) and their formalities shall be determined by the internal regulation of the PEU.
  
- 11) The PEU, in cooperation with its faculties, performs the recognition of equivalence of documents of education issued by a higher education institution established outside the territory of the Slovak Republic pursuant to the legislation.<sup>77</sup> The details shall be laid

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<sup>72</sup> Section 67 (3) of the Higher Education Act

<sup>73</sup> Section 67 (4) of the Higher Education Act

<sup>74</sup> Section 67 (5) of the Higher Education Act

<sup>75</sup> Section 68 of the Higher Education Act

<sup>76</sup> Section 68 (6) of the Higher Education Act

<sup>77</sup> Section 106 of the Higher Education Act

down in the internal regulations of the PEU.<sup>78</sup>

#### Article 28

### **Lifelong and Further Education**

- 1) As part of lifelong education, the PEU or its faculty may provide a special form of education according to a separate study program intended especially for those, who are not enrolled in Bachelor's, Master's or Doctoral Studies (e.g. in the form of a third-age university).
- 2) The PEU or its faculty may organize preparatory camps for study applicants, or special camps or additional consultations for students, who have not completed any of the compulsory or compulsory optional subjects, which usually take place after the end of the teaching part of the semester, for a fee.

#### Part Four

### **Students and Teachers of the PEU**

#### Article 29

### **Students of the PEU**

- 1) An applicant admitted to study becomes a student on the date of enrolment. A student, whose studies have been interrupted, becomes a student on the date of re-enrolment.
- 2) The rights set out herein are guaranteed equally to all applicants and students in accordance with the principle of equal treatment.
- 3) 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 commence, the applicant shall become 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.
- 4) The student ceases to be a student from the date of graduation, or the date of interruption of studies.

#### Article 30

### **Rights and Obligations of the Students**

- 1) In particular, the student has the right to:
  - a) Study the study program, to which he/she has been admitted;
  - b) Develop the study plan according to the rules of the study program;

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<sup>78</sup> See Rector's Directive No. 3/2013 on the Recognition of Education Documents.

- c) Enroll in the next part of the study program, if he/she has fulfilled the obligations specified in the study program and herein;
  - d) While respecting the time and capacity limitations imposed by the study regulations and the study program; Choose the pace of study, the order of completion of subjects, while maintaining their prescribed continuity and, under the conditions laid down by the faculty, also choose a teacher for a subject taught by several teachers;
  - e) Apply for studies at another higher education institution as part of the studies, including abroad;
  - f) Participate in the research, development or artistic and other creative activities of the higher education institution;
  - g) Participate in the establishment, and activities, of independent associations operating on campus (societies, unions, professional associations) pursuant to the legal regulations;
  - h) Comment on the quality of teaching and teachers at least once a year in the form of an anonymous questionnaire;
  - i) Freely express opinions and comments on higher education;
  - j) The information and advisory services related to studies and to a possibility of graduates of study programs to apply in practice;
  - k) Change the study program within the same field of study under the conditions specified herein.
- 2) Both, the full-time students and students of the external form of study, have the right to have the specified scope of individual forms of educational activities observed (in particular lectures and seminars). The student of the external form of study has the right to have the specified timetable of individual forms of educational activities observed; in exceptional cases, he/she must be informed of the changes thereto sufficiently in advance.
- 3) The Rector of the PEU appoints/dismisses the PEU Student Ombudsman from among internal University teachers or Doctoral students, who shall provide advice to the PEU students in the field of higher education provided that there has been a violation of a PEU student's right arising from the general legal regulations or the internal regulations of the University.
- 4) The student is obliged to:
- a) Fulfill all study obligations stipulated by the study program he/she is studying, these Study Regulations, the PEU Examination Regulations, other legal regulations, including other internal regulations of the PEU and the relevant faculty;
  - b) Enroll for the announced dates for the evaluation of learning outcomes in the electronic system that implements the administration of studies (UIS);
  - c) Check own results in the UIS; draw the attention of the relevant University teacher to any discrepancies in own records and see that they are corrected in a timely manner;
  - d) Protect and make economical use of the property, resources and services of the PEU;
  - e) Pay tuition and fees associated with studies exclusively and directly to the PEU, at which they are enrolled, and truthfully state the facts relevant to their



- determination,
- f) Appear in person at the written summons of the Rector, Dean or a PEU or faculty staff member authorized by them, to discuss issues concerning the subject or termination of his/her studies, or related to his/her rights and obligations;
  - g) Notify the PEU or the faculty, if enrolled in a study program carried out at the faculty, of the address intended for the delivery of documents;
  - h) Carry the student's ID card, especially when entering the PEU premises or premises, in which the educational process takes place; if the student does not show his/her ID card during the examination, the teacher may refuse to conduct the examination without an alternative date;
  - i) Give consent to the handling of data for the purposes of study records;
  - j) Approve/confirm at the beginning of each academic year the accuracy of personal data in the UIS and report any changes made in the system to the Study Department without undue delay, but no later than ten (10) days after the date, on which the changes occurred;
  - k) Familiarize themselves with the content of the electronic mailbox, which is created separately for each student in the UIS, given the fact that this e-mail box also serves for the delivery of official notifications related to studies at the faculty;
  - l) Within a reasonable time, respond to written, e-mail, telephone or other requests from the Dean, Vice-Dean or other faculty staff on matters related to his/her studies;
  - m) Provide all faculty staff, teachers, etc. with assistance in matters relating to study or the accomplishment of academic rights and duties.
- 5) The general rules on health and safety at work apply to students participating in practical training and practice.
- 6) The student may be subject to disciplinary action for violation of the obligations under Section 4 (a), (c), through (f) (disciplinary offenses).
- 7) Further disciplinary offences of students, the imposition of disciplinary measures, as well as the course of disciplinary proceedings are laid down in the PEU Disciplinary Regulations, or thereon based disciplinary regulations of the faculties.

#### Article 30a

#### **Specific Obligations of a Full-Time Doctoral Student**

- 1) A full-time doctoral student shall stay for at least four hours during each working day at the premises of the relevant faculty for the purpose of carrying out scientific-research or pedagogical activities, unless otherwise provided. Rector's and Dean's leave days are not included in working days. For the purposes of this provision, the performance of tasks related to ensuring the proper operation of the faculty upon instructions from the Dean of the relevant faculty, the supervisor of a doctoral student, the chairperson of the relevant disciplinary committee, the Vice-Dean of the relevant faculty for Doctoral Studies, the relevant head of the institute or a person authorized by him/her, is also considered to be the scientific-research and pedagogical activity.

- 2) Participation of a doctoral student in scientific research events or projects, as well as his/her teaching or scientific research activities outside the faculty, shall also be considered as fulfilling the obligation under section 1), provided that it was carried out with the knowledge of the supervisor and with the consent of the relevant head of the institute or the person authorized by him/her. A full-time doctoral student is obliged to submit, together with the Attendance and Activity Report, proof of participation in a scientific research event/project, or of his/her pedagogical or scientific research activities outside the faculty.
- 3) In justified cases, which represent a serious obstacle to the fulfillment of the obligation as referred to in section 1), the relevant head of the institute or a person authorized by him/her may excuse a full-time doctoral student. The provisions of Part Five of the Labor Code shall apply *mutatis mutandis* to what a case considered to be justified.
- 4) A full-time doctoral student is entitled to eight (8) weeks (i.e. 40 working days) of study leave per academic year, during which he/she does not have to stay on the premises of the relevant faculty. The study leave shall be taken with the approval of the relevant head of institute with the prior statement of the supervisor, to take into account the academic year schedule.
- 5) In cases deserving of special attention, the Dean of the relevant faculty may, on the proposal of the head of the institute and with the consent of the director of the PEU, decide on an exemption from the obligation of a full-time doctoral student under section 1). The Dean may change this decision at any time, if the reasons, for which the exemption was decided, no longer apply.
- 6) For the purpose of recording the attendance of a full-time doctoral student, the student shall submit the Statement of Doctoral Student's Attendance and Activity for the previous calendar month on the first working day of the following calendar month; the Statement shall subsequently be approved by the relevant head of the institute and submitted to the Dean of the relevant faculty.
- 7) For non-fulfillment of the obligation pursuant to section 1), a full-time doctoral student may be expelled from his/her studies pursuant to Section 66 (1) (c) of the Act No. 131/2002 Coll. on Higher Education, and on amendments to certain acts. The Dean of the relevant faculty decides on the expulsion of the student either on his/her own initiative or on the proposal of the student's supervisor, the chairman of the relevant disciplinary committee, the Vice-Dean of the relevant faculty for Doctoral Studies, the relevant head of the institute, the bursar or the director of PEU, n. o.
- 8) Before deciding to expel the full-time doctoral student for failure to fulfill the obligation under section 1), the Dean of the relevant faculty shall discuss with the student the reasons for expulsion and offer the student the option of transfer to an external form of Doctoral Studies. The Dean can delegate the negotiation to the supervisor of this student, the chairperson of the relevant departmental committee, the Vice-Dean of the relevant faculty for Doctoral Studies, or the relevant head of the institute. The relevant provisions of the directive of the Dean of the relevant faculty on the conditions of Doctoral Studies shall apply appropriately to the change of the form of Doctoral Studies.

#### Article 31

#### **University Teachers of the PEU**

- 1) At the PEU and its faculties, university teachers/pedagogues, researchers, artistic workers

and other employees work as employees pursuant to the Work Regulations of the PEU.<sup>79</sup>

- 2) The University teachers work at the PEU and its faculties as professors, visiting professors, docent, assistant professors, assistants, and lecturers.<sup>80</sup>
- 3) A university teacher working in a position of a professor bound to a field of study shall be responsible, within the PEU or its faculty, for guaranteeing, development, research, and education in this field of study. The professor's job duties include, in particular, conducting lectures and seminars, evaluating students, including examinations at the state examinations, supervising doctoral students, supervising and opposing final theses, creating study materials, developing trends and concepts, conducting the research, development or artistic activities, and publishing their results in journals and at the scientific, specialized or artistic events of international significance, leading research or artistic teams and organizing the international scientific or artistic events.<sup>81</sup>
- 4) A university teacher working in a position of docent bound to a field of study contributes, in cooperation with professors, to the sponsorship, research, and development of knowledge in this field of study. The docent's job duties include, in particular, conducting lectures and seminars, evaluating students, including examinations at state examinations, supervising doctoral students, supervising and opposing final theses, creating study materials, developing trends and concepts, conducting the research, development or artistic activities, and publishing their results in journals and at the scientific, specialized or artistic events of international significance, leading research or artistic teams and organizing the international scientific or artistic events.<sup>82</sup>
- 5) Lectures in the subjects that form the core of the respective study program are principally given by professors and docents. A justified exception is granted by the Rector, or by the Dean, if the study program is implemented at the faculty, with the consent of the guarantor of the study program.
- 6) A university teacher working in a position of an assistant professor ensures, in cooperation with professors and docents, the fulfillment of tasks in the field of education, and of science, technology or the arts, as determined by them. If the university teacher working in a position of an assistant professor does not have a third-degree university degree or a scientific-pedagogical degree, he/she educates with a focus on obtaining them. The assistant professor's duties include, but are not limited to, conducting lectures in the selected chapters, conducting seminars and tutorials, evaluating students and supervising and opposing final theses in the first two degrees of higher education, creating study materials, and offering consultations to students, arranging excursions and specialized practice for students and examinations at the state examinations, especially in Bachelor's Studies programs, participation in the research, development or artistic activities, and publication of their results in journals and at the scientific, specialized or artistic events,

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<sup>79</sup> Section 74 (1) of the Higher Education Act

<sup>80</sup> Section 75 (1) of the Higher Education Act

<sup>81</sup> Section 75 (4) of the Higher Education Act

<sup>82</sup> Section 75 (5) of the Higher Education Act

and cooperation in the organization of the scientific or artistic events. If the assistant professor does not have a third-degree university degree or a scientific-pedagogical degree, he/she only opposes Bachelor's final theses.<sup>83</sup>

- 7) A university teacher working in a position of as an assistant ensures, under supervision of professors and docents, the fulfillment of tasks in the field of education, and of science, technology or the arts, as determined by them. The assistant's duties include, in particular, conducting tutorials, evaluation students, participating in the organization of other educational activities, participating in the development of study materials, participating in the research, development or artistic activities, and in the publication of their results, and participating in the organization of the scientific, specialized, or artistic events.<sup>84</sup> He/she can also supervise and oppose Bachelor final theses.
- 8) In the educational process, the PEU and its faculties also employ external teachers, experts from science and research or practice, as well as teachers from the foreign universities, higher education institutions, and experts from other scientific institutions, state authorities, the third sector, or important business entities. They give lectures on the selected chapters, seminars, and tutorials; they evaluate students, supervise and oppose final theses in the first two degrees of higher education, and examine at state examinations at all three degrees of higher education.
- 9) The educational process at the PEU and its faculties also involves students of the Doctoral Studies pursuant to the legal regulations. Their duties include, in particular, conducting seminars and tutorials, supervising and opposing Bachelor's theses, producing study materials, offering consultations to the students, arranging field trips and students' specialized practice, and participating in the research, development or artistic activities, and publishing their results in journals and at the scientific, specialized or artistic events, and cooperating in the organization of the scientific or artistic events, in accordance with their study program.
- 10) In addition to teaching according to the curriculum of the study program, teachers of the PEU and its faculties provide direct and indirect individual consultations, for which they reserve adequate time, at least two hours per week in direct (personal) consultation during classes. Consultation hours within direct consultation and the method of contact between the student and the teacher in the indirect consultation (e.g. via e-mail) are published by teachers in the PEU information system and in other appropriate ways.

#### Article 31a

#### **Particulars of Decisions, their Delivery and Finality**

- 1) The Rector, or the Dean of the faculty in the case of study programs carried out at the faculty, shall decide on the study requirements concerning the rights and obligations of the student upon a written application from the student or regardless of the receipt of the

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<sup>83</sup> Section 75 (8) of the Higher Education Act

<sup>84</sup> Section 75 (9) of the Higher Education Act

written application from the student, if such authority is derived from the law or from these Study Regulations. Unless otherwise provided, such decision (hereinafter referred to as “decision” or “document”) shall be final and no appeal can be filed against it. All decisions shall be made in writing and demonstrably delivered by registered mail, unless otherwise provided herein.

- 2) Decisions on expulsion from studies under the Article 25 (3) (d) hereof shall be made in writing; they shall contain a statement with a reference to the relevant provision of the internal regulation or law (or both, if applicable), and a justification based on the ascertained facts and instructions on the remedy, and shall be delivered to the student in own hands. The application shall be lodged with the authority, which issued the decision, within eight (8) days of the date of receipt thereof. If this authority is the Dean of the faculty, he/she may grant the application, and modify or reverse the decision. If the application is not granted, it shall be forwarded to the Rector. The Rector reviews the decision of the Dean and, if it is contrary to the law/Internal Regulations of the PEU, changes/cancels the decision; otherwise, the Rector rejects the application and confirms the decision of the Dean of the faculty on expulsion. The Rector must issue the decision within thirty (30) days of receiving the application for review of the decision of the Dean of faculty. The Rector’s decision is final and cannot be appealed against.
- 3) Decision on expulsion from studies under the Article 25 (3) (d), (e) and (g) shall enter into force upon:
  - Expiry of the fifteen (15) day period for lodging the application for review of the decision (which period shall begin to run on the first day following the date of service of the decision;
  - The date of delivery of the Rector’s decision by registered mail.
- 4) Decision on expulsion from studies under the Article 25 (3) (a) to (c) and (f) hereof shall be made in writing and delivered to the student by registered mail. There is no right of appeal against this decision. This decision shall enter into force on the date of delivery thereof.

Part Five  
**Transitional and Final Provisions**

Article 32

- 1) The provisions hereof shall always be interpreted in accordance with, and in relation to, the generally binding legislation. If, at the time prior to the adoption of a change or amendment hereto, the changes have been made to the generally binding legislation with a subsequent conflict, the generally binding legislation shall be followed. Proceedings and decision-making on the study rights and obligations of the students are not covered by Act No. 71/1967 Coll. on Administrative Proceedings, as amended.

- 2) Pursuant to Section 113af (transitional provision to the legislation effective from 1 January 2013) of the Higher Education Act, the conditions for the proper completion of studies by students admitted to study of the accredited study programs under the provisions of the legislation effective until 31 December 2012, including the characteristics of the subjects and the standard length of study, shall remain unchanged. The minimum number of 40 credits for advancement to the higher year in the study programs accredited until 31 December 2012 in the external form of study shall remain unchanged.
- 3) The Examination Regulations of the PEU of 25 February 2014, which entered into force and effect on 1 March 2014, shall be repealed upon the entry into force and effect hereof. If the Internal Regulations of the PEU refer to the Examination Regulations of the PEU of 25 February 2014, these references shall be deemed to refer to these Study Regulations of the PEU.
- 4) Rector's Directive No. 4/2012 on Concurrent Studies, which entered into force and effect on 02 July 2012, shall be repealed upon the entry into force and effect hereof.
- 5) Rector's Directive No. 5/2007 on Recognition of Examinations Made at Other Higher Education Institution, which entered into force on 01 November 2007, shall be repealed.
- 6) The previous Study Regulations of the PEU approved by the Administration Board of the PEU on 04 June 2013, which entered into force and effect on 01 September 2014, and the amendment thereto approved by the Administration Board of the PEU on 25 February 2014, which entered into force and effect on 01 March 2014, shall be repealed.
- 7) These Study Regulations of the PEU shall enter into force and effect on 26 February 2015.
- 8) Decisions on the rights and obligations commenced before 26 February 2015 under the regulations referred to in sections 3 to 6 shall be finalized pursuant hereto.
- 9) In the event of a conflict between these Study Regulations of the PEU and the internal regulations of the PEU faculties, these PEU Study Regulations shall prevail.
- 10) Amendment No. 1 to the Study and Examination Regulations entered into force on 15 September 2015.
- 11) Amendment No. 2 to the Study and Examination Regulations entered into force on 19 April 2016.
- 12) Amendment No. 3 to the Study and Examination Regulations entered into force on 01

September 2016.

- 13) Amendment No. 4 to the Study and Examination Regulations entered into force on 01 December 2016.
- 14) Amendment No. 5 to the Study and Examination Regulations entered into force on 01 June 2017.
- 15) Amendment No. 6 to the Study and Examination Regulations entered into force on 28 November 2017.
- 16) Amendment No. 7 to the Study and Examination Regulations entered into force on 01 September 2019.
- 17) Amendment No. 8 to the Study and Examination Regulations entered into force on 01 February 2020.
- 18) Amendment No. 9 to the Study and Examination Regulations entered into force on 01 April 2022.

Bratislava, on 07 March 2022

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doc. JUDr. Andrej Karpat, PhD.  
President of the Academic Senate of the PEU

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Dr.h.c. prof. Ing. Juraj Stern, PhD.  
Rector of the PEU

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Administration Board of the PEU