

## STUDY RULES AND REGULATIONS OF THE TECHNICAL UNIVERSITY OF KOŠICE **AS AMENDED BY AMENDMENT NO. 1**

**Complete version**  
**For internal use only!**  
**(changes in accordance with Amendment no. 1 are indicated in red)**

*In accordance with Article 9 (1b) and Article 15 (1b) of Act No. 131/2002 on Higher Education and on the Change and Supplement to Some Acts as amended, and according to Article 49 (3c) of the Statute of the Technical University of Košice, the Academic Senate of the Technical University of Košice approved the Study Rules and Regulations of the Technical University of Košice as the internal regulations of the University:*

### Article 1

#### Basic provisions

(1) In order to ensure quality during the study and provide more specific definition of rights and duties of students, as well as teachers and other staff, the Technical University of Košice (hereinafter referred to as "TUKE") issued the Study Rules and Regulations of the Technical University of Košice (hereinafter referred to as the "Study Rules and Regulations") in accordance with Article 15(1c) of Act no.131/2002 on Higher Education and amending and supplementing certain acts as amended (hereinafter referred to as the "Act").

(2) Study Rules and Regulations are binding for all students, teachers and other staff of TUKE who study, organise or ensure studying in accredited study programmes in which higher education at faculties or at TUKE are provided.

(3) For the purposes of these Rules and Regulations it shall apply that the phrases "the Rector or the Dean," "TUKE or the faculty" are understood as follows: the Rector and TUKE apply to study programmes undertaken by TUKE; the Dean and the faculty apply to study programmes undertaken by one of the TUKE faculties.

### Article 2

#### Field of study, study programme and curriculum

(1) Field of study is a sphere of knowledge which may be subject to higher education in one of its three levels. Fields of study are defined in the Set of Study Fields in Higher Education in the Slovak Republic which is issued and administered by the Ministry of Education, Science, Research and Sport (hereinafter referred to as the "Ministry of Education") under Article 50 (3). The Set of Study Fields includes fields of study in which universities in the Slovak Republic can provide higher education, and their descriptions (Annex to Decree No. 244/2019 Coll. on the Set of Study Fields of the Slovak Republic).

(2) Field of study is determined by the content, which is characterized mainly by areas and scope of knowledge, skills and competencies in graduate's profile.

(3) Higher education in the field of study or combination of fields of study is obtained by studying in accredited study programme. The study programme can be carried out directly by TUKE or one of its faculties.

(4) Study programme is a set of courses which consist of educational activities which are mainly lectures, seminars, exercises, studio, consulting, self-study, project work, laboratory work, internships, excursions, professional experience, workshops, final thesis, state examination and combinations thereof, and a set of rules drawn up in a way that the successful completion of these educational activities, while maintaining those rules, allows to obtain higher education. All educational activities are carried out by university teachers, researchers or artistic staff, doctoral students, as well as prominent experts from the field.

(5) The study in each study programme includes also the final thesis, which represents one course together with its defense; final thesis defense is a part of the state examinations. With the consent of TUKE or the faculty the final thesis may be written and defended in another language than the state language (Article 51 (3) of the Act). Except cases provided in Article 63 (11) of the Act (the issue of the whole thesis or its part in the framework of periodical publications or as a non-periodical publication), the condition for admission to the thesis defense at all three levels of higher education at TUKE (BA, MA, PhD) is student's consent with the publication and disclosure of the final thesis to the public for the conservation period according to Article 63 (7) of the Act (in the Registry of Final, Doctoral and Habilitation Theses for a period of 70 years from the date of registration) without compensation.

(6) Study programme is specified by (Article 51 (4) of the Act):

- a) name of the study programme,
- b) a field of study or a combination of two fields of study in which higher education is obtained by the completion of the study programme,
- c) level of university studies for which the study programme is designed,

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- d) form of study,
- e) graduate's profile,
- f) specification of courses or length of professional experience including the number of credits obtained by their completion,
- g) rules and conditions for curriculum development,
- h) standard length of study expressed in academic years,
- i) required skills and abilities of the applicant applying for the study programme,
- j) division of the study in parts expressed in academic years or their parts and the conditions which must be fulfilled in order for the student to progress to the next part of the study; conditions are expressed by the number of credits earned for courses passed,
- k) the number of credits which are a condition of duly completed study,
- l) other conditions to be met by the student during the study programme and for proper completion of the study programme including state examinations,
- m) specific characteristics, if the study programme has any, in accordance with Article 2 (9) of these rules and regulations, and Article 53 (6, 7, 9) of the Act,
- n) academic title granted,
- o) universities collaborating in joint study programmes (Article 54 (a) of the Act). The agreement between the collaborating universities shall define which study duties are to be fulfilled at TUKE and which at the collaborating university.
- p) the language or languages in which the study programme is carried out, which means the language or languages in which the courses of the study programme are taught.

(7) The study programme can be carried out in a field of study which is part of the set of fields of study. The study programme may also be carried out in combination of two fields of study. If both fields of study are represented more or less equally in the curriculum, it is an interdisciplinary study, otherwise one field of study is major and the other one is minor.

(8) Name of the study programme is usually derived from the name of the corresponding field of study. In the case of a combination of major and minor fields of study, the name of the study programme is derived from the name of major field of study.

(9) The study programme is artistic if it focuses on developing talent and creativity in the field of artistic performances and art works based on artistic principles. An important component of the artistic study programme is an artistic performance. The name of the study programme may include terms "artistic", "art" or similar terms only in the case of artistic study programme.

(10) During the study, the student of TUKE shall adhere to the personal curriculum, which is consistent with the study programme for which the student enrolled. The student's curriculum determines the time and content sequence of study courses and forms of assessment of the study results. The curriculum is drawn up by the student himself/herself or in cooperation with the study advisor.

(11) Study advisors for individual study programmes are appointed by the Rector or the Dean. The role of the study advisor is:

- a) to inform students about the structure of the particular study programme, about the possibilities of courses selection, and to provide them with consultation when drawing up their personal curriculum,
- b) to alert management of TUKE or the faculty of any problems in the education process,
- c) to cooperate with the study department of the faculty when addressing the study issues of students.

(12) Study programmes whose completion results in obtaining higher education required as part of professional competence to pursue the profession of architect are carried out in accordance with special regulations (Article 51 (10) of the Act).

(13) In the case of a study programme carried out in a field of study which requires an opinion on the assumption of the applicability of graduates of the study programme in practice, TUKE may start its implementation or modify it only with the prior written consent of the relevant legal person; the criteria used in issuing this opinion are approved by the relevant legal person (Article 51a (1) of the Act).

(14) A Higher Education Institution (hereinafter referred to as "HEI") may cancel the accredited study programme if it provides the students with the opportunity to continue their studies in a study programme carried out in the same field of study at the relevant HEI or at another HEI (Article 51a (2) of the Act).

(15) If a HEI cancels all study programmes in a certain field and level of study, on the day of the cancellation of the last of them, the HEI (Article 51a (3) of the Act):

- loses the right to create study programmes in the field and level of study, and
- it may not create study programmes carried out in a combination of fields of study, one of which is to be the concerned field of study.

## Article 3

### Bachelor's study programme

(1) Bachelor's study programme as a study programme of the first level focuses on the acquisition of theoretical and practical knowledge based on the present state of science or art. Professionally oriented bachelor's study programmes focus on mastering the use of this knowledge in the exercise of profession. Professionally oriented bachelor's study programmes aim to continue with the second level of higher education. Graduates of bachelor's study programme obtain higher education of the first level.

(2) The standard length of study for the bachelor's study programme including professional practice, in accordance with Article 52 (3) of the Act:

a) in full-time form of study is three or four academic years; number of credits which are a condition of duly completed study in study programmes:

1. with a standard length of study of three academic years is 180 credits,
2. with a standard length of study of four academic years is 240 credits.

b) in part-time form of study is four or five academic years; number of credits which are a condition of duly completed study in study programmes:

1. with a standard length of study of four academic years is 180 credits,
2. with a standard length of study of five academic years is 240 credits.

(3) The final thesis of bachelor's study programme (hereinafter referred to as "bachelor's study") is a bachelor thesis. Its defense is a part of the state examinations.

(4) Graduates of the bachelor's study are awarded the academic title of "Bachelor" (abbreviated as "Bc.").

(5) The name of bachelor's study programme may include the term "engineering" or a similar term only if it focuses on developing creativity in the field of development of engineering projects or processes including economic ones, and its important component is project work.

## Article 4

### Interdisciplinary studies

(1) A Bachelor's study programme is carried out in the form of interdisciplinary studies if it is carried out in more than two fields of study, and the field of study or combination of two fields of study in which higher education is obtained shall be determined in accordance with the completed courses.

(2) The regulations of the study programme require that during the second year of study the student chooses one field of study or two fields of study in which he/she wishes to duly complete his/her studies.

(3) Higher education may be obtained only in the field of study in which TUKE has the right to carry out first-level study programmes.

(4) The diploma shall state the field of study or a combination of two fields of study in which the conditions for obtaining a higher education have been met.

## Article 5

### Master's study programmes (Mgr./Ing.)

(1) The study programme of the second level focuses on the acquisition of theoretical and practical knowledge based on the present state of science, technology or art, and focuses on developing the ability of their creative application in the exercise of profession or upon continuation of higher education according to the doctoral programme.

Graduates of the study programme obtain higher education of the second level.

(2) The standard length of study for the master's study programme including professional experience in accordance with Article 53 (4) of the Act:

a) in full-time form of study is one, two or three academic years; the number of credits which are a condition of duly completed study in study programmes:

1. with a standard length of study of one academic year is 60 credits,
2. with a standard length of study of two years is 120 credits,
3. with a standard length of study of three years is 180 credits.

b) in part-time form of study is two, three or four academic years; the number of credits which are a condition of duly completed study in study programmes:

1. with a standard length of study of two academic years is 60 credits,
2. with a standard length of study of three academic years is 120 credits,
3. with a standard length of study of four academic years is 180 credits.

c) combining the first and second level in the full-time form of study is five or six years; the number of credits which are a condition of duly completed study for a study programme combining the first and second level in the full-time form of study:

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1. with a standard length of study of five academic years is 300 credits,
2. with a standard length of study of six academic years is 360 credits.

d) combining the first and second level in the part-time form of study is seven or eight academic years; the number of credits which are a condition of duly completed study for a study programme combining the first and second level of study in part-time form:

1. with a standard length of study of seven academic years is 300 credits,
2. with a standard length of study of eight academic years is 360 credits.

(3) In justified cases, TUKE may create a study programme combining the first and second level of study only if the description of the field of study allows it. In a field of study in which it is not possible to study separately in the first and the second levels study programmes, TUKE may create only study programmes combining the first and second level of study. Graduates of the study programme combining the first and second levels of study obtain higher education of the second level (Article 53 (3) of the Act).

(4) The final thesis of master's study programme or the study programme referred to in Article 4 (3) is a diploma thesis whose defense is a part of the state examinations.

(5) The study programmes of the second level or study programmes referred to in Article 4 (3), which focus on developing creativity in the field of engineering projects or processes including economic ones, are Master of Science programmes. An important component of the Master of Science curriculum is project work. The name of study programme of the second level or the study programme referred to in Article 4 (3) may include the term "engineering" or a similar term only if it relates to the Master of Science programme. Graduates of the Master of Science programme are granted the academic title of "Master of Science" (abbreviated as "Ing."). Graduates of master's studies in architecture and urbanism are granted the academic title "Master of Architecture" (abbreviated as "Ing. Arch.).

(6) The study programmes of the second level or study programmes referred to in Article 4 (3) except the study programmes under Article 4 (5) are master's degree programmes. Graduates of the master's programme (the "Master's degree") are awarded the academic title of "Master of Arts" (abbreviated as "Mgr."). Graduates of arts master's programmes are awarded the academic title "Master of Fine Arts" (abbreviated as "Mgr. Art.).

(7) Graduates of study programmes holding the title of "Master of Arts" or graduates of similar study programmes abroad can take doctoral examination together with doctoral thesis defense either in the field of study in which they graduated or similar field of knowledge. After its completion in arts study programmes, TUKE awards the student the title of "Doctor of Philosophy" (abbreviated as "PhDr."). Conditions for admission to doctoral thesis defense are, except in cases under Article 63 (11) of the Act, consent of the graduate of the study programme to the publication and disclosure of the doctoral thesis according to Article 63 (9) of the Act for the conservation period without compensation.

(8) By completion of doctoral examination and defense of the doctoral thesis the candidate shows, on the basis of self-study, that he/she has in-depth knowledge in the field on a broader basis, is capable of attaining own new findings of science and professional practice and is able to apply this knowledge in a creative way in practice.

(9) TUKE is entitled to carry out the doctoral examination and defense of doctoral thesis only if it has an accredited study programme in the relevant field of study, after the completion of which the academic title of "master" is awarded.

## Article 6

### Doctoral programme

(1) Doctoral programme as a study programme of the third level focuses on the acquisition of knowledge based on the present state of scientific or artistic knowledge. It reflects mainly the student's own contribution to the scientific and artistic knowledge, where this contribution is the result of scientific research and independent creative activity in the field of science, technology, or independent theoretical and creative activity in the field of arts. Graduates of doctoral study programmes obtain higher education of the third level.

(2) The standard length of study for doctoral programmes is

a) three or four academic years in full-time form of study; the number of credits which is a condition of duly completed study for a doctoral programme in full-time form of study with a standard length of study of

1. three academic years is 180 credits,
2. four academic years is 240 credits,

b) four or five academic years in part-time study; the number of credits which is a condition of duly completed study for a doctoral programme with a standard length of study of

1. four academic years is 180 credits
2. five academic years is 240 credits.

(3) The doctoral programme studies (hereinafter referred to as "doctoral studies") are carried out according to individual curriculum under the guidance of a supervisor. The condition of duly completed doctoral studies is to pass the dissertation examination, which is a part of state examinations and the dissertation thesis defense. Dissertation thesis is the final thesis (Article 51 (3) of the Act).

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(4) Organization, assessment and completion of doctoral studies at TUKE are regulated by TUKE internal regulation "Principles of organization, assessment and completion of doctoral studies and the principles of establishing a board of specialists of doctoral studies at the Technical University of Košice."

## Article 7

### Joint study programmes

(1) TUKE may provide a study programme in co-operation with other universities, including universities located outside the territory of the Slovak Republic. Student admitted to study programme provided by several universities (hereinafter referred to as the "joint study programme") complete individual parts of their studies at individual universities in accordance with Article 61 (2) of the Act. Cooperating universities participate in the creation of a joint study programme, deciding on the admission procedure and on meeting the conditions for the duly completion of study.

(2) The conditions of co-operation pursuant to paragraph 1 shall be determined by an agreement between the HEIs. The agreement shall specify, in particular, the conditions for admission to the study programme referred to in paragraph 1, the conditions for its completion, details of the organization of the study, the academic title awarded, and details of the evidence of study completion. A student admitted to the study of the joint study programme is a student of all co-operating HEIs during his/her study. The agreement of HEIs on a joint study programme also regulates the validity of the internal regulations of HEIs for students of joint study programmes and the decision-making on their academic rights and duties in accordance with the internal regulations of the HEI and the legal regulations of the state.

## Article 8

### Admission procedure

(1) The applicant may be admitted to the study programme based on the results of the admission procedure under Article 58 of the Act. The applicant who does not prove meeting basic requirements for admission to study (Article 56 of the Act) at the time of verification of meeting the conditions required for admission may be admitted to study under the condition that he/she proves meeting the basic conditions for admission to the study no later than the closing date for the enrolment.

(2) The student may be admitted to a period of study within the academic mobility (Article 58 (a) of the Act).

(3) The conditions and the course of the admission procedure for study are set out in Annex. 1 of the Statute of TUKE "Regulations concerning the admission procedure of TUKE".

## Article 9

### Enrolment of applicants admitted to study at TUKE

(1) It is possible to enrol to study at TUKE :

- a) electronically according to the current Academic Calendar for the academic year,
- b) in person, the date and place will be determined by the faculty/TUKE.

(2) By delivering the decision on admission under Article 10 Annex. 1 of the Statute of TUKE, the applicant is entitled the right to enrol. TUKE or faculty shall inform the applicant about the date, place and manner of enrolment.

(3) The enrolment of admitted applicants for study may also take place before the beginning of the academic year in which their study is to begin, if so determined by TUKE or faculty. The applicant will then become a student from the beginning of respective academic year, regardless of the date of physical or electronic realization of the enrolment. On the day of enrolment (i.e. from 1 September of the given academic year) the admitted applicant becomes a student and acquires rights and duties of the student of TUKE.

(4) TUKE or the faculty has the right to request information from the admitted applicant whether he/she will enrol to the study. The applicant is obliged to provide such information to TUKE or the faculty no later than the deadline specified by TUKE or the faculty.

(5) The applicant's right to enrol to studies on the basis of the decision on admission to studies shall lapse if TUKE or the faculties ask the student for the statement on the enrolment and the student provides a negative statement or does not respond by the deadline.

(6) If the applicant's right to enrol to studies lapses, TUKE or the faculty shall revoke the decision by which the next applicant in order, according to the results of the admission procedure, was not accepted to study, and issue a new decision on his/her admission to study.

(7) The admitted applicant is required:

- a) to pay and in the case of enrolment in person to also prove the payment of the fee associated with a draw up of a student card (Article 67 (1a) of the Act),
- b) to pay and, in the case of enrolment in person to also prove the payment of the annual fixed tuition fee if the student is admitted to a paid study programme, or if the student's duty to pay tuition fee arises from the Act (Article 92 (5-8) of the Act) or on the provisions of the agreement.
- c) Notify TUKE or the faculty of the address designated for the delivery of documents, including electronic documents.

(8) Admitted applicant is obliged to get a student card within 30 days from the start of the winter semester. A student who does not get his/her card in that period will be invited by TUKE or the faculty to get the card within 7 days

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after receiving the notification. A student who does not get his/her card within this additional period may be excluded from the study by the Rector or the Dean (Article 66 (1c) of the Act).

## § 9a

### Enrolment for the study when changing the study programme

(1) The Rector or the Dean may allow a change in study programme and enrolment in a study of amended study programme to a student who

- a) is a student of TUKE and wants to use the right to change the study programme under Article 70 (1l) of the Act,
- b) has been admitted to study at another university in the Slovak Republic and asks TUKE for enrolment in the study programme of a relevant level in the same field of study or has been admitted to study at a recognized university established under the legislation of another state and applies to TUKE for enrolment at the respective level in a similar area of knowledge under Article 59 (4) of the Act.

(2) In accordance with Article 70 (1l) of the Act, the student of TUKE may apply for change of the study programme of a respective level in the same field of study in a way that he/she submits a written request concerning the change of the study programme to the Rector or the Dean. As far as the original and the amended study programmes are carried out at different faculties or at TUKE and faculty, simultaneously with the application the student submits:

- a) document/certificate of education (school attendance) providing the name of the study programme and field of study,
- b) transcript of current study results (if he/she is already a student).

(3) The Rector or the Dean shall decide about the request submitted by the student of TUKE in the form of a decision within 30 days after the receipt of all required documents by comparing them with the given study programme.

(4) When the decision of the Rector or the Dean on the authorization of enrolment after change of the study programme is delivered, under Article 70 (1l) of the Act, the student of TUKE is entitled the right to enrol in a study after change of study programme. TUKE or the faculty determines and announces the date, place and manner of enrolment.

(5) Under (1a) on the day of enrolment, the student becomes a student of a changed study programme and his/her previous study is considered to be left on the day preceding the day of enrolment.

(6) Within 3 working days from the date of enrolment, TUKE or the faculty which the student enrolled in shall notify the faculty where the student left the study, providing the name of student and name of study programme the student was allowed to enrol in, as well as the date of enrolment.

(7) The student who has been admitted to study of a study programme of a respective level in the same field of study at another public university, state university or private university, or a student who has been admitted to study at the respective level in a similar field of knowledge at a recognized university established under the legislation of another state may, in accordance with Article 59 (4) of the Act, apply for enrolment in the study programme of a respective level in the same field of study or in the respective level in a similar area of knowledge by submitting a written request concerning the enrolment in the study programme carried out at TUKE or the faculty to the Rector or the Dean. Besides the request, the student of another university shall also submit:

- a) proof of admission to the study at another university providing the names of the study programme and field of study, as well as the conditions for admission to the study at another university,
- b) transcript of study results so far (if he/she is already a student).
- c) fulfilment of a personal curriculum, results of the annual assessment and review of publications in case of doctoral studies (if he/she already is a student).

(8) The Rector or the Dean shall decide about the submitted application of a student of another university in the form of a decision within 30 days after receiving all documents based on the requirements of the given study programme that is carried out at TUKE or the faculty.

(9) By delivering the decision of the Rector or the Dean concerning the authorization of enrolment under Article 59 (4) of the Act, the student of another university is entitled the right to enrol in a study at TUKE or the faculty. TUKE or the faculty determines and announces the date, place and manner of enrolment.

(10) Under (1b), the student is required to:

- a) at enrolment, submit the decision of the Rector or the Dean concerning the authorization of enrolment to study,
- b) to pay before enrolment and, in the case of enrolment, also to prove the payment of the fee associated with the draw up of the student card (Article 67 (1)(a) of the Act),
- c) to pay and, in the case of enrolment in person to also prove the payment of the annual fixed tuition fee if the student is admitted to a paid study program, or if the student's duty to pay tuition fee is based on the Act (Article 92 (5-8) of the Act) or on the provisions of the agreement,
- d) notify TUKE or the faculty of the address designated for the delivery of documents, including electronic documents.

(11) Under (1b) the student is required to get a student card within 30 days after enrolment in a study at TUKE. A student who does not get his/her card in that period will be invited by TUKE or the faculty to get the card within 7 days after receiving the notification. A student who does not get his/her card within this additional period may be excluded from the study by the Rector or the Dean (Article 66 (1c) of the Act).

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(12) Under (1b), on the day of enrolment, the student becomes a student of TUKE and his/her previous study is considered to be left on the day preceding the day of enrolment.

(13) Within 3 working days from the date of enrolment, TUKE or the faculty at which the student is enrolled shall notify the faculty where the student left the study, providing the name of the student and name of study programme the student was allowed to enrol in, as well as the date of enrolment.

## Article 10

### Rights and duties of students of TUKE

(1) An applicant admitted to the study and a student of another university who has received a decision allowing the enrolment to study at TUKE, becomes a student of TUKE on the day of enrolment to study; student, whose study has been interrupted becomes a student of TUKE on the day of re-enrolment.

(2) Student ceases to be a student of TUKE on the day of duly completing the study under Article 65 of the Act, by other forms of termination of the study, which are governed by Article 66 of the Act, or for the duration of the interruption of study under Article 64 (1) of the Act.

(3) TUKE students are guaranteed the academic freedoms and academic rights on the premises of TUKE under Article 4 of the Act.

(4) TUKE students utilise academic freedoms and academic rights in accordance with internal regulations of TUKE and faculty, if the student is enrolled in the study programme, which is conducted at the faculty; and also in accordance with the principle of equal treatment (Article 55 (2) of the Act).

(5) Rights of TUKE students are stated in Article 70 of the Act and in Article 35 (3) of TUKE Statute. In relation to the study, students have especially the right to:

- a) study in the study programme he/she has been admitted to; if TUKE/faculty has made adjustments in the study programme, the student continues in the study of this study programme according to the courses and rules after the adjustment, unless the regulations of the study programme specify otherwise,
- b) create his/her curriculum according to the regulations of the study programme (Article 51 (4g) of the Act),
- c) enrol to the next part of study of study programme after having met the requirements determined by the study programme and Study Rules and Regulations,
- d) select the pace of study, and order of course completion while respecting time and capacity restrictions given by the Study Rules and Regulations and study programme and complying with the prescribed pre-requisites, and select a teacher in case of courses provided by several teachers,
- e) within the framework of his/her study, to apply for study at another university, even abroad,
- f) participate in research, development, artistic and other creative activities of the university,
- g) take part in establishing and activities of independent associations active at the university (associations, unions, professional associations) in accordance with legal regulations,
- h) have a chance to comment on the quality of teaching and lecturers through an anonymous questionnaire at least once a year,
- i) freely express opinions and comments on university education,
- j) information and counselling services related to study and possibilities of graduates of study programmes to use their knowledge in practise,
- k) If he/she simultaneously studies two or more study programmes in the same level in one academic year and he/she is obliged to pay tuition fee under Article 92 (5) of the Act, he/she can choose the study programme in the given academic year to study for free, if he/she is entitled to study for free,
- l) change his/her study programme within the same field of study under the terms given in the regulations of TUKE.

(6) Duties of students of TUKE are stated in Article 71 of the Act and Article 35 (6) of Statute of TUKE. Student is obliged to:

- a) follow internal regulations of TUKE and its units,
- b) monitor and follow notices, instructions and schedules of TUKE or respective faculty relating to study, which are published on the official message boards, on the TUKE or faculty websites and school e-mail inboxes assigned to students,
- c) protect and handle economically the property, means and services of TUKE,
- d) pay tuition fees and charges related to study under the Act, solely and directly to TUKE or respective faculty, and to state true facts decisive for their calculation,
- e) appear in person upon a written summoning of the Rector, the Dean or employee authorized by them and to discuss issues related to courses or completion of his/her studies, or issues related to his/her rights and duties,
- f) by 30 September of the given academic year, to notify TUKE or faculty in writing about his/her decision which study programme he/she intends to study free of charge, if he/she is obliged to pay the tuition fee in accordance with Article 92 (5) of the Act, and if he/she is entitled to study for free.

(7) Study duties of TUKE students result from the study programme, which he/she studies.

(8) Students who participate in practical teaching and professional experience are subject to general regulations on protection of health and safety at work.

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(9) For exemplary complying with the obligations or for extraordinary results beyond the obligations, student may be, following proposition of Dean or vice-Rector of TUKE, granted praise, honorary certificate or a scholarship under the conditions determined by the Scholarship Regulations of TUKE.

(10) Wrongful violation of duties under (6) of this Article by the student of TUKE is a disciplinary offense under Article 72 of the Act; disciplinary offense is addressed by the Disciplinary Board of TUKE or disciplinary board of the respective faculty in accordance with Disciplinary Rules of TUKE.

## **Article 11**

### **Forms and methods of study**

(1) Study programme can be carried out in a full-time and part-time form of study.

(2) Full-time form of study is organized in such a way that the study according to the recommended curriculum, depending on the study programme and with respect to time-consumption, corresponds with student's work, to the extent of 1500 up to 1800 hours per academic year, including self-study and self-creative activities.

(3) Part-time form of study is organized in such a way that the study according to the recommended curriculum, depending on the study programme and with respect to time-consumption, corresponds with student's work, to the extent of 750 up to 1440 hours per academic year, including self-study and self-creative activities.

(4) Training activities in both forms of study under (2 and 3) of this Article may be carried out by:

- a) attendance method,
- b) distance method,
- c) combined method.

(5) Attendance method of study consists in teaching with direct contact between teacher and student.

(6) Distance method substitutes the direct contact between the teacher and student with communication through the communication media, particularly those based on the use of information technology.

(7) Combined method is a combination of attendance and distance method, with a predominance of the direct contact between teacher and student.

(8) Full-time and part-time form of study uses the same methods in carrying out the study programme. If it is not possible to use the same methods, possible differences in carrying out the study programme in full-time and part-time form of study cannot have negative influence on the results of education.

## **Article 12**

### **Academic year and its organization**

(1) Academic year begins on 1 September of the current year and ends on 31 August of the following year.

(2) Study in one academic year at TUKE and its faculties is divided into two semesters.

(3) Bachelor's study, Master's study and Master of Science study begins in the first semester of the corresponding academic year. Doctoral study may also begin in the second semester of the academic year.

(4) Academic Calendar for the academic year is approved by the Academic Senate of TUKE or faculty.

## **Article 13**

### **Credit system**

(1) Organization of all levels and forms of university study at TUKE is based on a credit system. Credit system allows assessing a student's workload during the study of the study programme by means of credits. Credits are numeric values assigned to respective courses and characterize the amount of work necessary for acquisition of the prescribed study results.

(2) Each accredited study programme has a given recommended curriculum, which determines standard workload of a student during studies. Standard workload of a student for one academic year in full-time form of study is 60 credits, 30 credits per semester. Standard workload of a student for one academic year in part-time form of study is at most 48 credits, depending on the standard length of the respective study programme and the number of credits needed for its completion.

(3) A student who studies in compliance with the recommended curriculum, i.e. at standard pace, can duly complete his/her studies within the standard length of the study set for the particular study programme (Article 51 (4h) of the Act and Article 2 (5h) of these rules and regulations). Student, who does not exceed the standard length of study of study programme, studies at TUKE for free, and the obligation to pay tuition fee to TUKE under Article 92 (6), or Article 113 (10) does not apply to him/her.

(4) Student, who for various reasons fails to comply with the recommended curriculum and exceeds the prescribed standard length of study of the study programme, is obliged to pay annual tuition fee to TUKE for each additional (even started) year of study under Article 92 (6), or Article 113a (10) of the Act.

(5) Study of the study programme shall not exceed its standard length by more than two years (Article 65 (2) of the Act). If a student does not complete his/her studies in the prescribed period, his/her studies will be completed in accordance with provision of Article 66 (1b) of the Act and the date of the study completion is the end of the academic year in which the student was supposed to complete his/her higher education (Article 66 (2b) of the Act).

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(6) Student obtains credits after successful completion of the course. Credits for a particular course can be awarded only once in the course of study of a particular study programme.

(7) Credits obtained for completion of individual courses of the given study programme are cumulated. One of the conditions for continuation in the study is obtaining the necessary sum of credits under Article 17 of these rules and regulations.

(8) Transfer of credits is obtaining of credits by completing a part of the study at other faculty of TUKE, or at other university in the Slovak Republic or at a university abroad.

(9) Completion of the part of the study at other university within academic mobility (Article 58a of the Act) is formally ensured especially by:

- a) application for the exchange study (Annex. 2 of Decree No 614/2002 Coll. on Credit System of Study),
- b) the Learning Agreement (Annex. 3 of Decree No 614/2002 Coll. on Credit System of Study),
- c) transcript of study results (Annex. 4 of Decree No 614/2002 Coll. on Credit System of Study).

(10) The Learning Agreement is an agreement between the student, TUKE or faculty as the home university and host university before the student commences the studies at host university.

(11) Courses completed by the student at the host university are recognized by TUKE or faculty on the basis of transcript of study results, which the host university draws up for the student at the end of his/her study. The transcript becomes a part of the student's personal study documentation maintained by TUKE or faculty.

(12) Provisions of this Article apply to the third level of study accordingly.

## Article 14

### Courses of the study programme and curriculum

(1) A study programme is a set of courses and rules (specific definition in Article 2 (4) of these rules and regulations) devised in such a way, that successful completion of the required set of courses while complying with the given rules enables the student to acquire higher education. Each course has a code and a name and is designed as a one-semester course. Basic data on the course are stated in syllabus.

(2) Courses of the given study programme are, in terms of their significance, divided into:

- a) compulsory – their completion is a condition of successful completion of a part or the entire study programme,
- b) compulsory optional – completion of a given number of these courses according to the students choice within the structure given in the study programme is a condition of successful completion of a part or the entire study programme,
- c) optional – other courses in the study programme or courses from a different study programme provided by the faculty, other faculties of TUKE or other university.

(3) In terms of pre-requisite, courses included into a study programme are divided into:

- a) courses without pre-requisites; enrolment of these courses is not conditioned by completion of other courses,
- b) courses with pre-requisites; completion of these courses is conditioned by completion of other course or courses, so called pre-requisites.

(4) Compiling of the final thesis together with the thesis defense comprise one compulsory course „Final thesis“, which is assessed with a grade.

(5) Credits for the course “Final thesis“ are awarded only after the successful defense of the final thesis.

(6) The group of courses which the student has to successfully complete in pursuance of the study programme or a particular period of his/her studies comprises the curriculum. The curriculum is compiled on the basis of terms and conditions prescribed by the study programme.

(7) Student of TUKE, during his/her studies, follows his/her personal curriculum, which determines what part of obligations prescribed by the study programme the student completes in a particular academic year. Student designs his/her personal curriculum by himself/herself, or in cooperation with a study advisor for the respective study programme. Designing of personal curriculum is based on the recommended curriculum of the respective study programme.

(8) Personal curriculum of the student consists of a group of courses selected for the winter and summer semesters in accordance with respective study programme in a way that by their successful completion the student meets the necessary conditions for continuation of study in the next academic year. Student confirms his/her personal curriculum at the enrolment.

(9) A special case of individual curriculum is individual curriculum of the student. Individual curriculum allows the student to complete the selected courses in a special mode in terms of study organization within limits of the student and TUKE or faculty. A student usually designs his/her individual curriculum in cooperation with a study advisor for the respective study programme.

(10) The Rector or the Dean of the faculty may, upon student's written request, permit an individual curriculum for the student in the following cases:

- a) if the student has special needs, while the type and extent of his/her special needs is considered as they were evaluated,
- b) due to a long-term illness (based on medical report),

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- c) if the student is a top athlete considering his/her sports and national team duties,
- d) if the student takes care of his/her own or adopted child under 10 years of age,
- e) in case of students with exceptional abilities and excellent study results,
- f) if the student was sent by TUKE or the faculty within the academic mobility, i.e. for a part of study to other university in Slovakia or abroad,
- g) in case of student studying at TUKE or the faculty on a contractual basis and in accordance with the provisions of the corresponding contract,
- h) if the reason is recognized as valid, weightiness of which, will be assessed by the Rector or the Dean.

## Article 15

### Enrolment to the subsequent period of study, selection of courses and other duties

(1) During the study of the respective study programme, if the student fulfilled duties specified in Article 17 of these rules and regulations, the student is obliged to enrol to the next period of study in an electronic form and in exceptional cases in physical form at the study department of the faculty:

- a) at the beginning of each academic year at a set date and in prescribed form in accordance with the Academic Calendar for the academic year,
- b) after the interruption of study (Article 19 (8) of these rules and regulations).

(2) Accuracy of the courses selection and other duties prescribed by the study programme (Article 51 (4l) of the Act, state examination included) is the responsibility of the student, who confirms his/her personal curriculum by electronic registration in the information system or with his or her signature in confirmation of enrolment when enrolling to study in person in the particular academic year.

(3) Student is obliged to select courses for the winter and the summer semester in compliance with the respective study programme and Academic Calendar of the respective academic year so that by their successful completion the student fulfils the given conditions for continuation of the study in the following academic year under Article 17 of these rules and regulations. The exception may be the last year of study of the given study programme, if the student did not complete courses which are awarded with small number of credits and/or state examination under Article 18 (1b) of these rules and regulations.

(4) When selecting courses, student follows the conditions and rules determined by the respective study programme (in particular pre-requisite of the courses and their inclusion into the winter or the summer semester in accordance with recommended curriculum).

(5) Enrolment for the given academic year is carried out during the previous academic year in the form of requests for courses selection and their scheduling. In making request for course selection and/or other duties, the student follows instructions of TUKE or faculty and Academic Calendar of the academic year.

(6) If during his/her studies, a student selected a course which he/she did not complete, he/she has a right to reselect the course one more time, but not later than in the following academic year. After the unsuccessful completion of the reselected course, the student will be expelled from the study under Article 66 (1c) of the Act.

(7) In case of selected and uncompleted compulsory course, the student reselects the course one more time.

(8) In case of selected and uncompleted compulsory optional course, the student reselects the course one more time, or he/she can choose other compulsory optional course prescribed by the respective study programme. If the student selects a different course, this course will be considered as a reselected course. After the unsuccessful completion of this course, the student will be expelled from the study under Article 66 (1c) of the Act.

(9) In case of selected and uncompleted optional course, student reselects the course one more time, or he selects a different optional course, or in case that the student acquired a sufficient number of credits he/she does not need to select any optional course. If the student selects a different course, this course will be considered as a reselected course. After the unsuccessful completion of this course, the student will be expelled from the study (Article 66 (1c) of the Act).

(10) When selecting courses, students enrol in the following order:

- a) faculty's own students, for which the course is compulsory; students with a higher number of completed years of study; and students of other universities, for which the completion of the course is prescribed by the Learning Agreement,
- b) faculty's own students, who selected the course as a compulsory optional,
- c) faculty's own students, who selected the course as optional,
- d) students of other faculties of TUKE, for who the course is compulsory optional,
- e) students of other faculties of TUKE, who selected the course as optional,
- f) students of other universities.

(11) Student can enrol to the course in accordance with conditions specified in the study programme also at other faculty/university. Permission for enrolment is granted by the Rector or the Dean of the faculty, at which the course is taught.

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(12) Student, from a given or other faculty of TUKE or other university, can be denied the enrolment to a particular course taught at the given faculty only due to non-compliance of the pre-requisite of the courses or due to capacity reasons.

(13) Enrolments are held on dates set by the Rector or the Dean and published in the Academic Calendar for the academic year.

(14) If the student does not enrol to the subsequent study period, or he/she does not appear after the interruption of the study for the re-enrolment, TUKE will invite the student to appear to enrolment within ten working days of delivery of the invitation to appear.

(15) If the student, after receiving the invitation to appear, does not enrol within the specified period, does not request for extension of the period for health reasons, or other serious reasons preventing him/her to appear for enrolment and if he/she does not appoint an authorized representative; the day, by which the student should have enrolled, is considered the day on which the student leaves the study.

(16) The student is obliged to pay the set annual tuition before the enrolment and submit proof of payment of the fee at the enrolment in person, if he is admitted to a paid study programme, or if he/she is obliged to pay tuition fee based on the Act (Article 92 (5-8) of the Act) or the provisions of the agreement.

### Article 16

#### Completion of courses in Bachelor's, Master's and Master of Science study

(1) Student successfully completes the course, if he/she fulfils the necessary conditions, demonstrates the required knowledge and skills at the study course assessment and thereby is awarded the set number of credits.

(2) If the student does not successfully complete the selected course, he/she can re-select the course one more time in accordance with Article 13 (6 – 11) of these rules and regulations. In case of re-selection of the course, student is obliged to fulfil all conditions specified for the successful completion of the course.

(3) Courses are carried out by one or more organized forms of educational activities, which are mainly lectures, seminars, exercises, studio, consulting, self-study, project work, laboratory work, internships, excursions, professional experience, workshops, final thesis, state examinations and combinations thereof.

(4) Except lectures, the students' participation in all forms of educational activities is mandatory. Deciding on mandatory or recommended participation of the student on lectures is the responsibility of guarantor of the course.

(5) For the assessment of knowledge and skills that students acquired, the continuous and final assessment of study results are used. In case of unsuccessful assessment, the student has a right to be reassessed merely once.

(6) Continuous assessment is carried out during the teaching period of the semester; its forms are listed in the syllabus (for example, written assignment, test, semester project, semester paper, essay, presentation).

(7) Final assessment and overall result of the course are carried out after the teaching period of the semester in form of credit test, graded credit test, examination or state examination.

(8) Results, which student achieved within the study of the course in Bachelor's, Master's and Master of Science study programme, are assessed by six classification grades:

Marking		Total percentage
By letters	In words	
A	Excellent	91-100 %
B	very good	81-90 %
C	Good	71-80 %
D	Satisfactory	61-70 %
E	Sufficient	51-60 %
FX	Insufficient	0-50 %

(9) Student completes the course and is awarded credits, if his/her results were assessed with any of the classification grades from A to E.

(10) Student can obtain credits for the successful completion of the particular course only once in the course of study of a particular study programme.

(11) In matters of assessment of the study within the course – with the exception of the course “Final thesis” and other courses of state examinations in accordance with accreditation file of the respective study programme – are decided by the teacher, in case of contentious issues the decision is on head of department providing the given course.

(12) A course with a specific role in the study programme is a compulsory course “Final thesis” (hereinafter referred to as “FT”). FT course is distinguished from other courses in the following points:

- it consists of drawing up of the final thesis in the prescribed form and its defense,
- continuous assessment of the FT course is the opinion of the supervisor after submission of the final thesis to the University Library of TUKE, which is not included into the overall assessment of the course “Final thesis”,
- the final assessment of the FT course is the assessment of final thesis defense. This assessment is also the overall assessment of the FT course.

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d) the overall assessment of the FT course is decided by the board for state examination taking into account the written opinions of the supervisor and the opponent(s), as well as based on the course of the final thesis defense,

e) in case of unsuccessful defense, in accordance with (2) of this Article, student can reselect the course, while the board indicates in the state examination record, if the student would defend the submitted final thesis in its original form, if he/she has to remake the final thesis on originally given topic, if he/she has to write the final thesis on another topic and so on.

(13) Weighted study average ( $Vp$ ) is used to evaluate the student's study results in a determined period. It is calculated by using the formula:  $Vp = \Sigma(P_i K_i) / \Sigma K_i$ , in which  $P_i$  is a classification grade expressed as a total percentage gain from the  $i$ -th course and  $K_i$  is the number of credits for the  $i$ -th course. Weighted study average  $Vp$  is rounded to whole per cents, and average grade for the assessed period of study  $Z$  can be matched to it.  $Z$  is calculated using the formula:  $Z = (249 - 2Vp)/49$ . Average grade of the assessed period  $Z$  is rounded to 2 decimal places.

(14) In drawing up waiting lists for merit scholarships and accommodation in student dormitories, all the courses of the respective study programme selected for the assessed period of study, including the courses graded by  $F_x$  are counted into the weighted study average  $Vp$ .

(15) The weighted study average  $Vp$  for the entire study period, which is stated in the Diploma Supplement, includes only the successfully completed courses of the study programme and recognizes courses.

### Article 17

#### Credit test and graded credit tests

(1) Credits for credit test and graded credit test are granted after completion of the prescribed range of educational activities within the course on the basis of meeting the required conditions (mainly continuous assessment and attendance), which were announced to students at the beginning of the semester.

(2) Graded credit test is a credit test, in which meeting the requirements is assessed by classification grade under Article 14 (8) of these rules and regulations. Graded credits test is used for assessment mainly of project works, studio works and laboratory works or practical tutorials in the courses, which do not implement assessment by examination.

(3) Credits for credit test are granted no later than by the end of the second week of the examination period of the semester, in which the course was realized. Credits for graded credit test are granted no later than by the end of the examination period of the semester in which the course was realized.

(4) Credit tests and graded credit tests are granted by the appointed teacher (lecturer, or head of the given form of educational activity, i.e. exercises, studio or seminars). In justified cases (for example, a teacher's long-term absence), the credit test or graded credit test can be granted by the guarantor of the course, head of department guaranteeing the given course or the teacher authorized by him.

(5) If the course ends with credit test or graded credit test, authorized teacher records overall (final) course assessment (hereinafter „OCA“) into the information system of TUKE.

(6) Teacher is responsible for the entry of the results into the information system of TUKE. Accuracy of the data included in the final report is confirmed by signature of the authorized teacher and the head of department providing the given course.

(7) The teacher is obliged to enter the OCA into the information system of TUKE within 48 hours (2 working days) after fulfilment of conditions for granting credits to the student.

(8) If the course ends with credit test and examination, credit test is granted by the teacher in a way that the achieved percentage of the student under Article 16 (4, 5) of these rules and regulations will be entered into the information system of TUKE.

### Article 18

#### Examinations

(1) Examination verifies student's knowledge of the particular course and his/her ability to creatively apply the theoretical knowledge and practical skills gained by the study of the particular course. The form and content of the examination must be consistent with the syllabus and the lecturer acquaints the students with them at the beginning of the semester. **In times of crisis situation (Article 108e of the Act), the exam can be performed in the form of a videoconference or other means of information and communication technology without the physical presence of the student, if the technical conditions of TUKE or the faculty allow it.**

(2) Examinations are implemented in written, **verbal**, and verbal on the basis of written preparation, practical or combined forms.

(3) If the course is completed only by examination, continuous assessment of the study during the semester is not performed. Examination may be taken by each student, results of the examination is assessed by a grade under Article 14 (8) of these rules and regulations. If the student gains at least 51 per cent, he/she completes the course and the examiner enters the OCA (result of the examination) into the information system of TUKE.

(4) Each course which ends with credit test and examination, has a determined rate, at which the 100% of the course are distributed between

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- a) credit test – continuous assessment of the course on the basis of results of continuous assessments during the semester, and
- b) examination – final assessment of the course.

This distribution is within competence of the guarantor of the respective course, while the set maximum gain for the credit test has to be between 20% and 40%, in case of state examination courses (under Article 18 (1b) of these Study Rules and Regulations) between 0% and 40%.

(5) Examination in the courses, which end with credit test and examination, can be passed only by the student who was granted the credit test for the particular course under Article 15 (1, 3 and 10) of these rules and regulations. Condition for granting the credit test is to gain more than a half of the per cents allocated for the credit test.

(6) Overall course assessment, which ends with credit test and examination consists of the sum of the percentage obtained for the credit test and examination and is assessed by grade under Article 14 (8) of these rules and regulations.

(7) Student completes the course and acquires respective number of credits if he/she gains more than a half of the per cents allocated for the credit test and also for the examination from the particular course.

(8) The examiner records the OCA into the information system of TUKE.

(9) The examiner is responsible for the recording of the OCA into the information system of TUKE.

(10) The examiner is obliged to enter the OCA into the information system of TUKE within 48 hours (2 working days) after the examination is performed. Each student has a right to be informed about the assessment of his/her examination, about the mistakes and the proper solution.

(11) Accuracy of the data included in the final report is confirmed by the signature of the examiner and the head of the department providing the given course.

(12) Examination is performed by the end of the examination period of the semester in which the particular course was taught.

(13) Dates for examination in the midterm assessment week and during the examination period are proposed by the examiner in accordance with the instructions of the Rector or the Dean. In justified cases, the Rector or the Dean can, at the request of the head of department providing the course, allow to perform examinations outside the midterm assessment week and examination period.

(14) Upon block scheduling of the course, it is possible to perform the examination after granting the credits for credit test even during the semester. The date of the examination is set by the examiner.

(15) The examiner is obliged to publish the dates and places of examinations, as well as methods of registration for examinations via information system of TUKE at least two weeks before the end of the given semester.

(16) Offer of a sufficient number of examination dates and their compliance is the responsibility of the head of the department providing the course. In the case of illness, or absence of the examiner for other serious and justified reasons, the head of the department providing the course is obliged to provide a substitute. Dates of examination are offered in such number, that each student would be able to participate in the examination of this course at least twice.

(17) Students can register for the available date of examination or withdraw from the examination date by 12 p.m. of the day, which is before the examination date. If the student does not attend the examination at the date which he/she registered for, the examination date ceases, with the exception of the absence justified by the examiner in case of reasons recognized as valid within 24 hours (1 working day).

(18) Student is usually examined by lecturers, in justified cases by other teachers of the particular course, who were appointed in writing by the head of the department providing the course.

(19) If the student has been assessed by the grade „insufficient“, he/she has the right for one retake of the examination. The Rector or the Dean may grant, on the basis of student's request, second retake of the examination in no more than two courses.

(20) Provably discovered copying, use of illicit devices and the like during continuous or final assessment of study is addressed by the supervising teacher on the spot, by proposing to the examiner to give the student 0% for the assessment. If by proved copying the student violates the legal regulations of TUKE/faculty, he/she commits a disciplinary offense under Article 72 of the Act.

(21) Student or the examiner can in justified cases ask the Rector or the Dean for board examination. Board examination is not considered as another date of the examination. The committee has at least four members appointed by the Dean on a proposal of the head of department providing the course. One of the members of the committee is the original examiner, as well as the student representative with an advisory vote.

(22) Department guaranteeing the course shall ensure storing of records of the written examinations and their components in accordance with the applicable regulations. **In the case of an examination carried out in accordance with par. 1, it shall store the written record of the examination.**

(23) Student can request recognition of the course successfully completed at the faculty of TUKE or other university. Syllabus of the particular completed course is included in the request. The granting of the credits in the number specified by the study programme is decided by the Rector or the Dean, after consultation with the head of the department providing the course for the given study programme.

(24) The provision of this Article does not apply for the compulsory course “Final thesis“.

## Article 19

### Study evaluation and conditions for study continuation

(1) Study evaluation is implemented on the basis of number of obtained credits.

(2) Student in the first year of study of Bachelor's, Master's and Master of Science study programme can continue the study in the summer semester if he/she obtained

- a) the minimum of 12 credits in the full-time form of study,
- b) the minimum of 10 credits in the part-time form of study.

(3) Student of Bachelor's, Master's or Master of Science study programme can continue the study in the following academic year, if he/she obtained in the previous academic year

- a) at least 36 credits in the full-time form of study,
- b) at least 30 credits in the part-time form of study.

(4) Student, who obtained in total for the entire previous study period of the respective study programme the prescribed number of credits for the duly completion of study of the given study programme, can continue his/her study and in the next study period enrolls only to the state examination under Article 18 (1b) of these rules and regulations.

(5) Student who re-enrolled for the study after study interruption can continue his/her study in the following academic year, if he/she obtained for the part of the academic year, in which he/she was enrolled for the study of the respective study programme before interruption and for the part of the academic year after his/her re-enrolment for the study in sum

- a) at least 36 credits in the full-time form of study,
- b) at least 30 credits in the part-time form of study.

(6) The conditions specified in (2-5) of this Article represent the minimum conditions necessary for study continuation and the faculty can tighten them in their internal regulations.

(7) The minimum number of credits under (2-5) of this Article shall include only credits obtained for courses completed within the respective study programme and credits transferred under Article 11 (8-11) of these rules and regulations.

(8) The minimum number of credits under (2-5) of this Article shall not include the credits obtained for recognized courses (Article 16 (23) of these regulations).

(9) Student who did not meet the conditions under (2-5) of this Article is expelled from the study under Article 66 (1c) of the Act.

## Article 18

### State examinations

(1) One of the conditions for successful completion of each study programme is the passing of one state examination or more state examinations. State examinations at TUKE depending on accreditation of the respective study programme may contain:

- a) final thesis defense (bachelor, diploma or dissertation), which belongs to state examinations and is mandatory for each study programme,
- b) state examinations in courses (one or more) or scientific discussion within one or more courses, which are mandatory for Master's, Master of Science and Doctoral study programmes and are recommended for Bachelor's study programmes.

(2) In case of third level study programme, the dissertation examination is considered a state examination under (1b) of this Article. Further details are specified in the internal regulation of TUKE on doctoral study. Study of the first and second level study programme is completed by state examination or state examinations in accordance with conditions set by the study programme.

(3) The proposed topics of bachelor or diploma thesis are published by the head of the department guaranteeing the respective study programme after statement of the guarantor of this programme by the end of the academic year proceeding the year in which the state examinations take place. Assignment of topics to students will be ensured by the end of the first week of the penultimate semester of study. Topics of final thesis are assigned by the Rector or the Dean on proposal by the heads of the departments guaranteeing the study programmes no later than by 31 October of the penultimate semester. Final thesis must not unduly interfere with the rights or legally protected interest of third parties, in particular, not to infringe an intellectual property right of the third party or improperly dispose of confidential information or personal data, confidential information and trade secrets of third party.

(4) Student can complete the thesis defense if he/she met these conditions:

- a) completed all compulsory and compulsory-optional courses specified in the recommended curriculum for the given study programme; except the compulsory course „Final thesis“, state examinations in the courses or expert discussion under (1b) of this Article,
- b) submitted the final thesis in the prescribed way, and
- c) the supervisor in his/her written opinion recommended the thesis for defense.

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(5) The condition for admission to the thesis defense at all three levels of higher education at TUKE (bachelor, diploma, dissertation) is, except the cases under Article 63 (11) of the Act (publication of the thesis or its part in a periodical publication or as a non-periodical publication), the written consent of the student with its publication and the final thesis accessibility for public during the period of its conservation under Article 63 (7) of the Act (70 years since the day of registration) without compensation.

(6) Students hand in the bachelor or diploma thesis within the given deadline in electronic form to the University Library. If the faculty requires it, the student also submits a printed copy to the department, which guarantees the respective study programme. University Library will send the thesis in electronic form to the central registry of final theses in order to evaluate its originality. Results of originality of the final thesis are a part of the state examination record. After successful defense, the final thesis is published in the central registry of final theses.

(7) When the subject of the final thesis is creating a work of art in a non-literary form, instead of the thesis, written information about the created work shall be sent to the central registry of final, doctoral and habilitation theses, the level of originality of which is not verified.

(8) Together with the final thesis, the relevant written opinions of the supervisor and the opponents or others are also sent in electronic form and these opinions are stored in the central registry of final, doctoral and habilitation theses together with the corresponding thesis during its storage. Any access to these opinions by public or their other publication requires a written licence agreement with the copyright owner of these opinions.

(9) A more detailed procedure for the assignment, submission and evaluation of originality and defense of final theses and their subsequent publication is governed by guidelines on final and qualification theses at TUKE.

(10) Sets of examination topics for state examination under (1b) of this Article are published by the head of the department guaranteeing the respective study programme in appropriate form not later than at the beginning of the last semester of the respective study programme.

(11) Student can complete state examinations on regular or special examination date. The regular examination date is the date of state examination according to the Academic Calendar. The Rector or the Dean can, upon written request of the student, authorize special state examination date on proposal of the head of the department guaranteeing the respective study programme and after consulting the guarantor of this programme.

(12) If the student fails to pass the state examination in regular examination date, he/she can re-enrol to the course "Final thesis" and/or state examination once under (1b) of this Article. The range of educational activities, which the student will retake (for example, if the student would repeatedly defend the originally submitted and not-defended final thesis, if he/she has to remake the final thesis on originally given topic or if he/she has to write the final thesis on a different topic; or if he/she has to take state examination in all courses or only in that or those which he/she failed) will be decided by the respective board in the state examination record.

(13) Student who was assigned the regular or special state examination date in order to pass state examinations in a way, that the date falls into the following academic year,

- a) enrolls at the beginning of the following academic year under Article 13 (3) of these rules and regulations,
- b) enrolls to the course "Final thesis" and/or state examination under (1b) of this Article,
- c) provides the proof of payment of the set annual tuition fee at the enrolment, if he/she is admitted to a paid study programme, or if his/her duty to pay tuition fee is based on the act (Article 92 (5 – 8) of the Act) or from the provisions of the agreement, as well as the prescribed fee.
- d) may use the equipment and software of TUKE or faculty for the potential correction of the bachelor or diploma thesis only with the consent of the head of the respective department.

(14) If the student repeatedly fails to pass the state examination, this shall be considered as a reason for termination of the study by excluding under Article 66 (1c) of the Act. The decision to exclude the student from the study will be issued by the Rector or the Dean. Student will be issued transcript of study result under Article 67 (4 – 5) of the Act.

(15) State examinations take place on dates determined by the Rector or the Dean. The dates according to the Academic Calendar for the respective study programmes will be published 10 working days before state examinations take place, in order for the students and members of the board to get acquainted with them. In the event that the state examination is conducted by videoconference or other means of information and communication technology, the method of public access must also be published. The head of the department guaranteeing the respective study programme is responsible for the designation of the dates in accordance with the Academic Calendar.

(16) State examinations are held before the examination board. In times of crisis situation, the state examination may be conducted by videoconference or other means of information and communication technology without physical presence if the technical conditions of TUKE or the faculty allow it. The course of state examinations and announcement of their results are open to public. The examination board decides on the results of the state examinations in a closed session. The same conditions and procedures apply to the conduct of doctoral examinations.

(17) The right to examine at state examinations and doctoral examinations is reserved for university teachers in positions of professors and associate professors and other experts approved by the scientific council; in the case of bachelor study programmes, also university teachers in position of assistant professors with a third level university education (Article 63 (3) of the Act).

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(18) Composition of examination boards to perform state examinations and doctoral examinations is determined from the persons entitled to examine under (17) of this Article by the Rector or the Dean: examination boards to perform state examination, in addition the university teachers from TUKE, also include other prominent experts in the respective field of study. At least two members of the examination board for state examination are university teachers in position of professor or associate professor; in the case of bachelor study programmes, at least one university teacher in the position of professor or associate professor (Article 63 (4) of the Act). At the same time at least one member of the examination board for state examinations in the second level of study must be from the department not related to the faculty.

(19) Examination board to perform state examinations has at least four members. The chairman of the examination board is responsible for the course of the state examinations and the work of the examination board.

(20) Chairmen and board members to perform state examinations are appointed and removed on the proposal of heads of departments guaranteeing the study programmes by the Rector or the Dean. Chairmen and members of the boards are appointed for a maximum period of five years. Only a professor or an associate professor in the respective field of study is entitled to be the chairman of the board.

(21) In case of absence of the chairman of the examination board for serious reasons, the Rector or the Dean appoints a substitute chairman from the present members of the board.

(22) State examinations may be held, if the chairman or the substitute chairman of the board and at least three members of the board are present.

(23) State examinations under (1) of this Article shall be assessed according to grading scale provided in Article 14 (8) of these rules and regulations.

(24) The course of the state examination is stated in a record, which will be signed by the chairman and members of the respective examination board for performance of the state examinations. **In the case of state examinations carried out by videoconference or other means of information and communication technology, the record must also state the method of public access.**

(25) Overall assessment of study results, which student achieved in the study programme (i.e. overall result of the study) is:

- a) passed with honours,
- b) passed,
- c) failed.

(26) Overall result of the study „passed with honours“ is given to a student who achieved:

- a) overall course assessment of the course “Final thesis” A – excellent,
- b) the average of the state examinations in courses, or scientific discussion under (1b) of this Article 91 and higher %,
- c) weighted study average of the whole study under Article 14 (13) without the course “Final thesis”, state examinations of the courses or scientific discussion of 91% or higher.

(27) A more detailed procedure for assessment of state examinations shall be regulated by specific internal regulation of TUKE.

### Article 21

#### Interruption of study

(1) In accordance with Article 64 of the Act, the study of the study programme can be interrupted at the request of the student.

(2) The interruption of the study is approved by the Rector or the Dean upon the student’s written request. The interruption of the study cannot be requested by the student in the first semester of study.

(3) Student can ask the Rector or the Dean for interruption of the study:

- a) for a maximum of two years in case of health or other serious personal reasons,
- b) for a maximum of one year without providing a reason, except for doctoral studies, which are covered by the internal TUKE regulation “Principles of organization, evaluation and completion of doctoral studies at The Technical University of Košice”.

(4) If the student interrupts his/her studies during the winter semester, enrolment into summer semester courses will be cancelled. In case of interruption of the study for serious reason, the Rector or the Dean can approve cancellation of courses enrolment for the semester, in which the study was interrupted.

(5) Period for which the study was interrupted is not included into the total length of the study. This is without prejudice to the provisions of Article 92 (6) and Article 113a (10) of the Act.

(6) During the interruption of the study, student rights and duties of TUKE students does not apply to him/her.

(7) If the reasons for the interruption of study cease before the end of the study interruption period, student can request the termination of study interruption before the expiry of the study interruption period.

(8) After the interruption period, student is obliged to re-enrol to study at the appropriate Study Department. In case that the student does not re-enrol after the interruption of the study, provisions under Article 15 and 16 of these rules and regulations are applied.

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(9) Interruption of the study in case of doctoral student, who applied for a topic of dissertation thesis offered by an external educational institution (Article 54 (12) of the Act), can be approved by the Rector or the Dean in accordance with (2) of this Article after the approval of the head of the external educational institution.

(10) If within the period of study interruption any changes to study programmes take place, student has to pass study comparison examination determined by the Rector or the Dean.

### Article 22

#### Completion of study

(1) Study is duly completed by completion of the study in accordance with particular study programme. The day of study completion is the day when the last condition prescribed for duly completion of the study of the respective study programme has been fulfilled.

(2) For the duly completion of the study in the credit system, it is necessary that the student during his/her study:

- a) completed all compulsory courses and the required number of compulsory-optional courses,
- b) acquired at least the prescribed number of credits given for the particular study programme,
- c) successfully passed state examination or examinations in accordance with conditions set in the study programme.

(3) Study of the study programme can exceed the standard length of study for a maximum of two years.

(4) Documents certifying the duly completion of the study of the accredited study programme and awarding the respective academic degree is a university diploma and state examination certificate. The ways of study completion at the third level of study are regulated by the internal regulation of TUKE on doctoral study.

(5) Apart from the duly completion of the study, under Article 66 (1) of the Act, study can be terminated in a different way:

- a) if the student leaves his/her study,
- b) if the study is not completed within the period determined in accordance with Article 65 (2) of the Act,
- c) if the student is excluded from the study due to not meeting the requirements, which result from the study programme and Study Rules and Regulations of TUKE,
- d) if the student is excluded from the study under Article 72 (2c) of the Act,
- e) if the study programme is cancelled and the student does not accept the offer of the university to continue his/her study in a different study programme within TUKE, or at another university (Article 51a (2) of the Act)
- f) if the student dies.

(6) The day of study termination is:

- a) pursuant to (5a) of this Article, the day, when the student's written statement on leaving the studies is delivered to TUKE or its faculty, or the day, by which the student should enrol for the further period of study or re-enrol under Article 66 (3 and 4) of the Act,
- b) pursuant to (5b) of this Article, the end of the academic year in which the student was supposed to complete his or her study,
- c) pursuant to (5c and 5d) of this Article, the day, when the decision on excluding from the study came into force,
- d) pursuant to (5e) of this Article, the day, when TUKE announced cancellation of the study programme.

### Article 23

#### Awards

(1) Students who successfully study and actively participate in scientific, research, professional or artistic activities at TUKE or at the faculty for extraordinary sports performances and significant human acts may be awarded by the Rector of TUKE or the Dean of the faculty, and this award can be associated with monetary reward in accordance with applicable law.

(2) Students who have completed their studies with honours and have participated in scientific, research, professional or artistic activities at TUKE or at the TUKE faculty may be awarded under the following conditions:

- a) graduates of TUKE faculties who have achieved a weighted study average  $V_p$  of 95% or higher for their entire study (in accordance with Article 14 (13) of these rules and regulations) may be awarded by the Rector of TUKE with a special award,
- b) graduates of TUKE faculty who have achieved a weighted study average  $V_p$  of 93% or higher for their entire study (in accordance with Article 14 (13) of these rules and regulations) may be awarded by the Dean of the Faculty with a special award,
- c) from the graduates of TUKE faculties who met the criteria of letter b) of this paragraph, the graduate with the highest weighted study average for the entire study at each TUKE faculty is selected, and these selected graduates may be awarded by the Rector of TUKE with a special award.

(3) The monetary reward in accordance with paragraph 2 of this article is granted only to students of a full-time form of study.

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(4) Monetary rewards are paid from the own resources of TUKE or the faculty, as well as from donations received and special contracts concluded for this purpose.

## **Article 24** **Study documents**

(1) At TUKE, study documents are:

- a) student's identification card,
- b) transcript of study results.

(2) Student's identification card is a document, which proves student's legal status, which entitles him/her to use student's rights and benefits resulting from acts, internal regulations of the university and from the agreements with other legal entities. This document also serves to verify the information included. Student's identification card is issued after student's entry into the register of students. It is issued by TUKE. Besides other data, it also includes the period during which the student fulfilled the conditions for study continuation in compliance with Article 51 (4i) of the Act. The student's ID card also depicts the portrait of its holder (Article 67 (2) of the Act).

(3) Transcript of study results contains data about study duties, which the student fulfilled in pursuance of the study programme.

(4) Transcript of study results belongs to:

- a) the person, who terminated the study programme under Article 66 (1) of the Act,
- b) to student at his/her request,
- c) to a graduate of a study programme at his or her request.

(5) Transcript of study results is issued by TUKE or faculty. Upon a specific request, TUKE or faculty can also issue it in English.

## **Article 25** **Graduation documents**

(1) Graduation documents of the study programme in the field of study according to Article 68 (a) of the Act are:

- a) a university diploma,
- b) a state examination certificate,
- c) a diploma supplement.

(2) A university diploma is a graduation document proving the completion of the accredited study programme in respective field of study and granting an academic degree. It is issued by TUKE. A university diploma is usually presented at an academic ceremony. In accordance with Article 68 (2) of the Act, TUKE is authorised to publicly announce data on the graduate within this academic ceremony, namely: name, surname, maiden name, place of birth, name of the faculty where the study programme was completed, name of the completed study programme, name of the study field in which the student gained his/her higher education, and the awarded academic title.

(3) A state examination certificate is a document proving the passing of the state examination, its components and its results. It is issued by TUKE.

(4) A diploma supplement is a document, which contains details of the completed study programme. The data which have to be included in the diploma supplement are provided by general binding rules issued by the Ministry of Education. A diploma supplement is provided by TUKE. The graduate will be issued a diploma supplement at the same time as the diploma.

(5) TUKE issues the diplomas and diploma supplements to the graduates in a combination of the state language with the English language in accordance with Article 68 (5) of the Act.

(6) TUKE may issue a special document to a student or a graduate after completing an integral part of the study by which he/she obtains a partial qualification or a full qualification.

(7) At a request of a natural person whose name or surname has changed as a result of change of sex, TUKE shall issue a replacement diploma with a changed name, surname and birth surname, if the university states it on the diploma, no later than 30 days from the submission of the application; this replacement diploma is issued, except the original personal data, in the same form in which TUKE issues a transcript of the diploma (Article 68 (12) of the Act).

(8) Graduation documents are authentic acts. Graduation documents are issued within 45 days of duly completion of the study except cases in which the graduate agrees with the later issuing of the documents.

## **Article 26** **Study abroad**

(1) The Rector or the Dean will release students to study abroad, which will TUKE or faculty mediate for the students under the terms of its participation in international educational programs. The release for the study abroad can be obtained for a maximum of two consecutive academic years. The condition for the release from study is successful completion of courses in the previous academic year, if the student studied at TUKE and proper enrolment. Released students remain the students of TUKE or the faculty with all the student rights, except the right to provide accommodation in student dormitories and awarding of scholarship. The released student is obliged to ask the Rector or the Dean for individual curriculum.

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(2) The credit system of TUKE is compatible with European Credit Transfer System (ECTS), enabling the mobility of students within European education programmes. Transfer of credits among universities will be done through ECTS based on „Learning agreement“. Agreement contains programme of study abroad with assigned credits ECTS, which can be obtained when successfully fulfilling the agreement and is binding for both home and host institution, and the student as well.

(3) The learning agreement gives the student a guarantee even before his departure, that the transferred credits for the pre-arranged programme will be an adequate substitution for the credits obtained by the student, if he had studied for the same time at TUKE or the faculty.

(4) Home and host institutions will prepare and exchange „Student's transcript of study results“ before and after his/her study abroad.

(5) In case of study abroad, it is required to submit all the documents, if the TUKE or faculty requires, also in a certified official translation to the state language. It is possible to recognize the course which was successfully completed no more than 5 years ago.

### Article 27

#### Specific provisions

(1) Decision-making on matters of study rights and duties, in particular:

- a) interruption of studies,
- b) recognition of subjects, or credit transfer,
- c) not meeting the requirements arising from the study programme or curriculum,
- d) violation of the study rules and regulations,
- e) exclusion from studies due to not meeting the requirements arising from the study programme or Study Rules and Regulations, or due to disciplinary offense (Article 72 (2) (c) of the Act);

is completed by issuing a decision of the Rector or the Dean, which is issued by the Rector or the Dean within 30 days from the day of the initiation of proceedings. The decisions must be made in writing; they must contain a statement with reference to the relevant provision of law, or internal regulation, a statement of reason on the basis of established facts and instructions on the appeal.

(2) Against the decisions of the Rector, which were issued in accordance with these Study Rules and Regulations, the student can, within 10 days of delivery of the written decision, file an appeal to the Academic Senate of TUKE, whose decision is final.

(3) The student can file an appeal against the decisions of the Dean, which were issued in accordance with these Study Rules and Regulations, within 10 days of delivery of the written decision, to the Rector, whose decision is final.

(4) Problems related to educational processes which are not addressed in these rules and regulations are addressed: on the level of scientific and educational department by the head of the department; on the level of TUKE or faculty by the Rector or the Dean, or by their authorized representatives. The Rector or the Dean has the right to deal with exceptional situations that may arise as a result of study programmes transformations or other situations of serious nature.

(5) Student is obliged during the entire period of his/her study to notify the Dean's office, or Rector's office of any changes of his/her personal details, which are recorded by the Study Department. Student is obliged to know these rules and regulations and to follow them; follow notices of TUKE, study department and departments of faculty, for whose courses he/she enrolled and to follow the instructions included therein. Student can handle the study affairs in person or through his authorized representative.

(6) Conservation of admission procedure documentation, documentation of enrolment to studies, on enrolment to the next part of the study, transcripts of study results, copies of graduation documents, documentation on deciding the academic rights and duties of students are governed by Filing Regulations and Filing Plan of TUKE.

### Article 28

#### Delivery

(1) The decision must be delivered to the student personally at the Faculty or anywhere else where he/she can be reached, with an indication of the receipt.

(2) If the delivery in accordance with par. 1 is not possible, pursuant to these Study Rules and Regulations, the decision shall be delivered in the following ways:

- a) decision on exclusion from the study – by post, to the last known permanent residence address of the student by registered post with recorded delivery and a 'personal delivery' note, or in the student's electronic mailbox as a decision delivered to the addressee only with a deemed delivery,
- b) other decisions issued in accordance with these Study Rules and Regulations are delivered by registered post with recorded delivery, or to the student's electronic mailbox as a decision delivered to the addressee only with a deemed delivery.

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(3) The obligation of TUKE or the faculty to deliver all issued decisions is fulfilled when the student accepts the decision, or on the day when the post office returns it as an undeliverable consignment, or when the delivery was thwarted by the act or omission of the student. The effect of delivery also applies if the student refuses to accept the decision. An exception is the delivery of the decision to the applicant for study, whose residence is unknown, which is regulated in the regulations concerning the admission procedure.

(4) Delivery of the decision to the student's electronic mailbox as a decision delivered to the addressee only with a deemed delivery means that the addressee/student is required to confirm the notification of delivery, which is a condition for making the content of the electronic message available. In the event that the addressee/student does not accept the notification of delivery during the deposit period, the electronic message is considered delivered after its expiry (Article 32 (5) (b) of the e-Government Act).

### Article 29

#### Legal effect of the decisions

(1) A decision against which an appeal cannot be filed becomes effective on the day of delivery pursuant to Article 26 (3) of these rules and regulations.

(2) The decision of the Rector or the Dean not to admit to study, against which the applicant has not submitted a request for review, shall take effect on the day of the expiry of the eight-day period.

(3) Decisions of the Rector or the Dean on exclusion from the study, or other decisions issued in accordance with these Study Rules and Regulations and against which the student has not appealed, shall take effect on the day of the expiry of the ten-day period.

(4) The decision of the Rector or the Dean not to admit to study against which the student filed an appeal, and the Academic Senate of TUKE or the Rector of TUKE confirmed this decision, shall take effect on the day of delivery of the decision of the Academic Senate of TUKE or the Rector to the applicant.

(5) The decision of the Rector on the request for review of the Dean's decision, or on an appeal against other decisions of the Dean, shall take effect on the day of delivery to the student.

### Article 30

#### Common provisions

(1) For the purposes of ensuring of performing tasks, especially decision-making in the admission procedure, decision-making in matters concerning academic rights and duties of students, issuing study documents and issuing study certificates/diplomas, TUKE is entitled to obtain personal data by copying, scanning without the consent of the person concerned or by other recording of official documents on a data carrier to the extent necessary to achieve the purpose of processing (Article 108 (6) of the Act).

(2) For the purposes of allocating accommodation to a student with specific needs, TUKE is also entitled to process data on the personal assistant of the student with specific needs, namely: name, surname, place of permanent residence, gender, telephone number, and e-mail address; this data is provided to the university by the student or his/her personal assistant (Article 108 (7) of the Act).

(3) TUKE is entitled to make an audio recording or audio-visual recording of educational activities to the extent necessary for scientific and study purposes. The University may also carry out public live broadcast of educational activities, in particular public live broadcast of a lecture (Article 108 (8) of the Act).

(4) For the purposes of presentation of the University or faculty, TUKE and the faculty are entitled to publish articles, interviews, presentation photographs and data of concerned employees and students in the HALÓ TU magazine, namely: name, surname, academic title, scientific-pedagogical title, artistic-pedagogical title, scientific title, the name of the study programme which the student is enrolled to, the name of the faculty that realizes this study programme, and the name of the field of study in which this study programme is carried out, the name of the employee's workplace, job classification or function (Article 108 (9) of the Act).

(5) For the purposes of protecting the safety of persons and property in controlling the access to its facilities and rooms, TUKE is entitled to process the name and the surname of the student, information on whether he/she is a student at TUKE or the faculty, student's ID number, time of arrival and leaving; these data may be processed for the purpose under the first sentence for a maximum period of six months (Article 108 (10) of the Act).

### Article 31

#### Final provisions

(1) Decision-making on issues related to study at TUKE, which are not explicitly covered by these rules and regulations is the responsibility of the Rector or the Dean.

(2) Study Rules and Regulations, its amendments subject to the approval of Academic Senate of TUKE.

(3) On 29 February 2020, Study Rules and Regulations approved by the Academic Senate of TUKE on 03 March 2020, which came into force on 27 June 2008 and were effective from 14 July 2008 as amended by Amendments No. 1-5, cease to have effect.

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(4) These Study Rules and Regulations were approved by the Academic Senate of TUKE on 24 February 2020, resolution number 07/2020 and come into effect on 01 March 2020.

### **Article 31a**

#### **Final provisions to Amendment No. 1**

(1) Amendment No. 1 to Study Rules and Regulations of TUKE was approved by the Academic Senate of TUKE on 4 May 2020, resolution number 15/2020 and comes into effect on 5 May 2020.

In Košice on 25 February 2020

**Amendment No. 1 – In Košice on 30 April 2020**

Dr. h. c. prof. h. c. prof. Ing. Stanislav Kmeť, CSc.  
Rector of TUKE

prof. Ing. Roman Cimbala, PhD.  
Chairman of Academic Senate of TUKE