

COMENIUS UNIVERSITY BRATISLAVA  
FACULTY OF ROMAN CATHOLIC THEOLOGY OF CYRIL AND METHODIUS

**Internal Regulation No. 1/2020**

approved by the Academic Senate  
of Comenius University Bratislava,  
Faculty of Roman Catholic Theology of Cyril and Methodius  
and  
the Academic Senate  
of Comenius University Bratislava

**Study Regulations**  
**of Comenius University Bratislava,**  
**Faculty of Roman Catholic Theology of Cyril and Methodius**

Bratislava 2020

## Contents

PART ONE INTRODUCTORY PROVISIONS	4
Art. 1 Subject matter	4
Art. 2 Academic rights and responsibilities of students	4
PART TWO BACHELOR'S, MASTER'S AND DOCTORAL STUDIES	5
Art. 3 Study programme, recommended study plan and standard length of studies	5
Art. 4 Subjects of the study programme and educational activities	6
Art. 5 Credit system of study	7
Art. 6 Study documents	8
Art. 7 Schedule of the Academic Year	8
Art. 8 Enrolment in studies and enrolment in the next part of studies	9
Art. 9 Study plan	10
Art. 10 Conditions for re-enrolment in subjects	11
Art. 11 Assessment of study results	11
Art. 12 Examination	12
Art. 13 Control stages of study	14
Art. 14 Bachelor and master thesis	14
Art. 15 State examination	15
Art. 16 Overall result of studies	16
Art. 17 Change of study programme within CU	17
Art. 18 Recognition of completed subjects	17
Art. 19 Academic mobility and Transfer of credits	18
Art. 20 Interruption of studies and re-enrolment in studies	20
Art. 21 Ordinary completion of studies	21
Art. 22 Other terminations of studies	21
PART THREE SPECIAL PROVISIONS ON DOCTORAL STUDIES	22
Art. 23 Basic provisions	22
Art. 24 Board of specialists	22
Art. 25 Supervisor	23
Art. 26 Doctoral studies schedule	24
Art. 27 Individual study plan and assessment of study results	25
Art. 28 Annual evaluation of doctoral student	25
Art. 29 Licentiate thesis	26
Art. 30 Licentiate examination	27
Art. 31 Dissertation examination	29
Art. 32 Application for permission to defend the doctoral thesis	30
Art. 33 Essentials of the doctoral thesis	31
Art. 34 Preparation of the doctoral thesis defence	32
Art. 35 Doctoral thesis opponents and their opinions	33
Art. 36 Defence of the doctoral thesis	34
Art. 37 Interruption of doctoral studies	36

PART FOUR PROCEEDINGS CONCERNING ACADEMIC RIGHTS AND OBLIGATIONS	37
Art. 38 Commencement of proceedings concerning academic rights and obligations of students	37
Art. 39 Particulars of the decision and its delivery	37
Art. 40 Request for a review of the decision to expel a student from studies	38
Art. 41 Validity of the decision	39
PART FIVE GENERAL, TRANSITIONAL AND FINAL PROVISIONS	40
Art. 42 General provisions	40
Art. 43 Relaxation of the severity of the study regulations	40
Art. 44 Conflict of provisions	40
Art. 45 Transitional and final provisions	41
Annex 1	Minimum numbers of credits in the control stages of studies
Annex 2	General rules for enrolment in studies, for assessment and registration of study results at FRCTH CU

The Study Regulations of the Comenius University Bratislava Faculty of Roman Catholic Theology of Cyril and Methodius (hereinafter referred to as the "Study Regulations of the Faculty") are in accordance with Section 33(3)(a) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), the internal regulation of the Faculty of Roman Catholic Theology of Cyril and Methodius of Comenius University Bratislava (hereinafter referred to as the "Faculty") and was approved by the Academic Senate of the Faculty on 4 May 2020 and by the Academic Senate of Comenius University Bratislava on 27 May 2020.

## **PART ONE INTRODUCTORY PROVISIONS**

### **Art. 1**

#### **Subject matter**

- 1) These study regulations regulate
  - a) the rules governing university studies at the Faculty,<sup>1</sup>
  - b) the procedure in matters concerning the academic rights and obligations of students of the Faculty.
- 2) These Study Regulations govern the study of students of the Faculty (hereinafter referred to as "a student") at all levels of study in study programmes accredited under the Higher Education Act.
- 3) These study regulations also govern
  - a) the study of students in joint study programmes to the extent provided for in the agreement between CU and the university with which the Faculty provides the joint study programme,<sup>2</sup>
  - b) the study of students of other higher education institutions based outside the territory of the Slovak Republic admitted for part of their studies within the framework of academic mobility, taking into account conditions of the exchange programme or the agreement between the CU and the sending higher education institution.<sup>3</sup>

### **Art. 2**

#### **Academic rights and responsibilities of students**

- 1) Academic freedoms and academic rights are guaranteed at the Faculty.<sup>4</sup>
- 2) The rights of students are regulated by the Higher Education Act.<sup>5</sup> A more detailed definition of academic rights of students is regulated by the Statutes of CU and the Statutes of the Faculty. All academic rights and freedoms are guaranteed at the Faculty. In the context of studies, this is in particular the right of students to learn while maintaining

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<sup>1</sup> Art. 49 (5) of the Statute of CU and art. 21 (9) of the Faculty Statutes

<sup>2</sup> § 54a (2) of Higher Education Act

<sup>3</sup> § 58a (2) of Higher Education Act

<sup>4</sup> § 4 (1) of Higher Education Act

<sup>5</sup> § 70 of Higher Education Act

the freedom to choose their studies within the framework of accredited study programmes in accordance with Catholic doctrine.<sup>6</sup>

- 3) Obligations of students are regulated by the Higher Education Act.<sup>7</sup> A more detailed definition of the academic obligations of students is regulated by the Statutes of the CU and the Statutes of the Faculty.
- 4) A student is obliged to communicate electronically with course lecturers (hereinafter referred to as "lecturers") and other employees of the Faculty, the Study Department of the Faculty (hereinafter referred to as "Study Department"), the organizational unit of the Faculty in charge of the doctoral studies agenda (hereinafter referred to as "Doctoral Studies Office") and employees of other parts of the University or the Rector's Office of the University or the Faculty, e-mail address assigned to him/her by the University or the Faculty.

## **PART TWO**

### **BACHELOR'S, MASTER'S AND DOCTORAL STUDIES**

#### **Art. 3**

##### **Study programme, recommended study plan and standard length of study**

- 1) Study programme, recommended curriculum and standard length of study are laid down in the Higher Education Act.<sup>8</sup>
- 2) A study programme is a set of courses consisting of educational activities, which are mainly lectures, seminars, exercises, courses, final theses, project work, laboratory work, internships, excursions, professional practice, state examinations and combinations thereof, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the above rules, allows the student to obtain higher education.<sup>9</sup>
- 3) The first cycle study programme is bachelor study program. The second cycle study programme and study programmes joining the first and second cycle of university studies pursuant to the Art. 53, Section 3 of the Act on Higher Education and a master's degree programme and a doctoral degree programme.<sup>10</sup>
- 4) Bachelor study programmes, master study programmes and doctoral study programmes are carried out at faculties of CU.<sup>11</sup>
- 5) Study programme can be carried out as full-time or an external form.<sup>12</sup>
- 6) The Faculty sets recommended study plan for each study program. Recommended study plan is prepared in the way that enables the student to comply with the requirements for

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<sup>6</sup> Art. 93 of the Statute of CU

<sup>7</sup> § 71 of Higher Education Act

<sup>8</sup> § 51 et seq. of Higher Education Act

<sup>9</sup> § 51 (2) of Higher Education Act

<sup>10</sup> Doctor study programmes are study programmes of the 2nd cycle or study programmes pursuant to § 53 (3) of Higher Education Act.

<sup>11</sup> § 2 (7) of Higher Education Act

<sup>12</sup> § 60 (1) of Higher Education Act

successful completion of the study within the standard length of the study corresponding to the study programme.<sup>13</sup>

- 7) Study advisers (tutors) provide advisory services to students when preparing study plans. The Dean appoints and recalls the study advisor from university teachers.<sup>14</sup> The Dean may appoint more study advisers, if required.
- 8) The standard length of the study is a time period determined by the study programmes measured in the academic years.<sup>15</sup> The standard length of the study of study is specified in the accreditation file of the study programme.

#### **Art. 4**

#### **Subjects of the study programme and educational activities**

- 1) Subjects of the study program are stipulated by the Decree on Credit System of Study.<sup>16</sup> Basic information on the nature of the subject is outlined in the Course Information Sheet.<sup>17</sup>
- 2) Each subject is uniquely identified within the University by its internal code and title and is generally designed as a one-semester course.
- 3) According to commitment of subjects completion, subjects of study program are divided into
  - a) compulsory,
  - b) compulsory electives,
  - c) electives.<sup>18</sup>
- 4) Students take elective courses from the offer of elective courses of their study programme, from the offer of courses of other study programmes provided at the Faculty or from the offer of study programmes of other Faculties or other Universities, subject to compliance with the rules contained in the study programme. Enrolment in a subject from the offer of a study programme of another higher education institution is preconditioned by the prior written consent of the Dean of the Faculty at which the student is enrolled.
- 5) Each subject is provided by means of one or a group of educational activities.<sup>19</sup>
- 6) Educational activities are characterized as follows:
  - a) Lectures are mainly of the character of a professional interpretation of the basic principles, methodology of the discipline, problems and their sample solutions,
  - b) seminars, practical, project work and laboratory work mainly promote the practical mastery of the material covered in the lectures or which the students have been asked to study independently; an important part of these is the independent work of the students, the presentation of the results of this work and critical discussion,

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<sup>13</sup> § 5 (6) of the Decree of the Ministry of Education of the SR No. 614/2002 Coll. on credit system of study, as amended (hereinafter referred to as the "Decree on credit system")

<sup>14</sup> § 51 (9) of Higher Education Act

<sup>15</sup> § 51 (4) h) of Higher Education Act

<sup>16</sup> § 3 of the Decree on credit system

<sup>17</sup> Template of Course Information Sheet is included in the Decree on credit system of study.

<sup>18</sup> § 3 (2) of the Decree on credit system of study

<sup>19</sup> Pursuant to § 60 (4) of the Higher Education Act, educational activities are carried out on face-to-face basis, online or, by a combination of both.

- c) the course is a combination of the content of the educational activities under (a) and (b).
- 7) Educational activities referred to in par. 6 may be supplemented by individual consultations with teacher(s).
- 8) The student is obliged to ask the teacher for an excuse for his/her absence at the educational activity; the teacher may excuse the absence at the educational activity due to medical check-up or treatment in a health care facility, or due to other personal reasons. When proving the reasons for absence, the provisions on the protection of personal data and the provisions on the protection of personality under special regulations must not be infringed. Absence from educational activities may be up to a maximum of 25 %. The teacher may assign a student an individual task as a substitution for his/her absence in educational activities.
- 9) In case of re-enrolled subjects pursuant to Art. 10, the guarantor of the subject may, on the basis of a student's written request, in justified cases, recognize participation in all or some of the educational activities that the student completed during the first enrolment of the subject without substitution.
- 10) The teacher is obliged to excuse a student from participation in an educational activity if the student
- attended a meeting of the Academic Senate of CU, the committee of the Academic Senate of CU, the Academic Senate of the faculty or the committee of the Academic Senate of the faculty; if he/she is its member, or
  - attended a meeting of a university representative body, if he or she is its member,
  - has been excused by the Rector, the Vice-Rector, the Dean of the Faculty or the Vice-Dean of the Faculty.

## **Art. 5**

### **Credit system of study**

- 1) Organisation of all cycles and forms of higher education is based on the credit system.<sup>20</sup> The credit system of study<sup>21</sup> makes the studies and subjects more transparent, supports student mobility and provides the student with the opportunity to participate in the making up of his/her study plan.
- 2) Student obtains credits upon successful completion of a subject. Should the student have obtained the credits in previous study for a successfully completed subject that is a part of the study programme of his/her current study as a compulsory subject or a compulsory elective subject, Art. 18 shall be applied.
- 3) In order to be allowed to proceed to the next part of the study, students shall obtain certain number of credits in the relevant phase of study progress check.
- 4) The number of credits required for the proper completion of studies is specified in the accreditation file of the study programme.<sup>22</sup>

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<sup>20</sup> § 62 of Higher Education Act and § 4 of the Decree on credit system of study

<sup>21</sup> § 62 (1) of Higher Education Act

<sup>22</sup> § 51 (4) k) of Higher Education Act

## **Art. 6**

### **Study Documents**

- 1) Study documents are governed by the Higher Education Act.<sup>23</sup> Study documents are:
  - a) Student identification card
  - b) Transcript of records.
- 2) The student's identification card is issued at a student's first enrolment in the study of a bachelor study programme, master study programme, doctor study programme or doctoral study programme. The student identification card is issued by the CU. Details on the issuance of a student identification card are regulated by a separate internal regulation of CU.<sup>24</sup>
- 3) The Faculty issues, for a student of the sending university, a certificate that he/she is a student of CU, and shall confirm duration of study at CU. If a student is unable to present similar study document issued by the sending university, CU shall issue a student identification card.<sup>25</sup>

## **Art. 7**

### **Schedule of the Academic Year**

- 1) The academic year begins on 1 September of the current calendar year and ends on 31 August of the following calendar year.<sup>26</sup>
- 2) The academic year is divided into winter semester and summer semester.<sup>27</sup>
- 3) Each semester consists of a teaching period and an examination period. The teaching period of the semester lasts not less than 13 and not more than 15 weeks. The exam period lasts for a period of a minimum of four weeks.
- 4) Study of all study programmes starts at the beginning of the winter semester of the academic year.<sup>28</sup>
- 5) The Rector, after being discussed by the Rector's Collegium of CU, shall issue a study schedule at CU (hereinafter referred to as the "university study schedule") for the following academic year not later than 31 January; the university study schedule contains in particular
  - a) the beginning and end of the teaching period of each semester,
  - b) the beginning and end of the examination periods of each semester,
  - c) dates of retakes and alternative dates for state examinations,
  - d) the date and place of the opening ceremony of the academic year at the CU.
- 6) After issuing the university study schedule, the Dean shall issue, no later than 31 March, the study schedule at the Faculty (hereinafter referred to as the "faculty study schedule") for the following academic year, amending the university study schedule with information relevant to the individual Faculty, in particular, the period in which

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<sup>23</sup> § 67 of Higher Education Act

<sup>24</sup> Rector's ordinance No. 1/2003 Organizational and operational code on automatic identification of persons at CU

<sup>25</sup> § 58a (3) of Higher Education Act

<sup>26</sup> § 61 (1) of Higher Education Act

<sup>27</sup> § 61 (2) of Higher Education Act

<sup>28</sup> § 61 (3) the first sentence of Higher Education Act

enrolments, state examinations and other academic activities specific to the relevant Faculty are held.

- 7) The faculty study schedule may, upon the prior written consent of the Rector, deviate from the university study schedule by adjusting the dates referred to in par. 5 a) to c) if
  - a) study programmes pursuant to Section 53(3) of the Higher Education Act are concerned,
  - b) the recommended semester of the subject as indicated in the Course Information Sheet is the last semester of the course; or
  - c) the case is one of special circumstances relating to study programmes provided at the faculty.
- 8) If the Faculty carries out study programmes in cooperation with other Faculties, the Rector's consent to adjust the dates in the faculty study timetable pursuant to par. 7) shall be subject to the mutual consent of the Faculties concerned.

## **Art. 8**

### **Enrolment in studies and enrolment in the next part of studies**

- 1) Enrolment for studies is governed by the Higher Education Act.<sup>29</sup> The applicant admitted to the study becomes a student of CU from the date of enrolment.<sup>30</sup>
- 2) There are three types of enrolment:
  - a) enrolment for studies;<sup>31</sup> by enrolling for studies, applicant admitted for studies becomes a student of CU,
  - b) enrolment for the next part of the study programme<sup>32</sup> (hereinafter referred to as "enrolment for the next part of studies"); the student has the right to enrol for the next part of studies if he/she has complied with the conditions stipulated by the study programme or by these Study Regulations,
  - c) enrolment for a part of studies within the framework of academic mobility, taking into account the conditions of the exchange programme or the agreement between CU and the sending university.
- 3) The dates of enrolment for studies and enrolment for the next part of studies are established by the Dean in accordance with the faculty study schedule.
- 4) Before enrolling for the next part of the study, the student may express his/her interest in the subjects he/she wants to take in the next academic year (next semester) and discuss their composition with the study advisor.
- 5) Details about the responsibilities between the Faculty and the student, which arise from enrolment to the study and enrolment for the next part of the study, are given in Art. 1 of Annex No. 2.
- 6) If the subject has a limited capacity due to available premises, personal capacity, time schedule or other reasons, students are allowed to enrol the subject according to the following priority:

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<sup>29</sup> § 59, § 69 and § 55 ( 9) of Higher Education Act

<sup>30</sup> § 69 (1) of Higher Education Act

<sup>31</sup> § 59 of Higher Education Act

<sup>32</sup> § 70 (1) c) of Higher Education Act

- a) students of their own faculty for whom the subject is compulsory and students of other universities enrolling in the subject on the basis of a Learning Agreement,
  - b) students of their own faculty for whom the subject is compulsory elective,
  - c) students of other faculties for whom the subject is compulsory elective,
  - d) students of their own faculty for whom the subject is elective,
  - e) students of other faculties who enrol in the subject as elective,
  - f) students from other universities who enrol in the subject as elective.
- 7) Within the categories referred to in par. 6, students with better weighted study average have priority. Enrolment of a subject by students from other universities is conditioned by a prior written consent of a teacher and the Dean.

### **Art. 9 Study plan**

- 1) The student's study plan (hereinafter referred to as "study plan") determines sequencing of subjects with regard to time and content of subjects and the forms of evaluation of study results. In addition to the form of assessment of learning outcomes, the study plan is drawn up by the student or in cooperation with a study adviser within the framework of the rules laid down by the study programme and in accordance with these study regulations.<sup>33</sup>
- 2) The student determines his/her study plan for the following period of study (academic year or semester) at the enrolment.
- 3) The student enrolls subjects in such a credit value and in such a composition (compulsory subjects, compulsory elective subjects and elective subjects) so that in the control phase of the study he/she can meet the conditions for enrolment to the next part of the study. In the academic year in which the student plans to complete the studies, he/she enrolls subjects in such a credit value and in such a composition so to meet the conditions for proper completion of studies by their successful completion.
- 4) A student of a study programme of the relevant study cycle may enrol in a subject of a study programme of a higher or lower cycle only with the prior consent of the lecturer and the guarantor of the study programme in which the student is enrolled.
- 5) A full-time student may enrol for a maximum of 90 credits in one academic year; an external student may enrol for a maximum of 60 credits in one academic year. In justified cases and upon a written request, the Dean may allow a student to enrol subjects worth more than one and a half fold of the standard workload in the given academic year. The Dean's decision is final and cannot be appealed
- 6) Upon written request, the Dean may permit a student to study according to an individual study schedule in a given academic year, if the student
  - a) is an exceptionally talented student with excellent academic performance,
  - b) is a student with special needs, taking into account the nature and extent of the student's special needs,
  - c) has long-term health problem,
  - d) fulfils professional, artistic or sporting representative duties,
  - e) takes care of his/her own child or adopted child under the age of six,

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<sup>33</sup> § 51 (8) of Higher Education Act

- f) is a student on secondment from the faculty in the context of academic mobility, or  
g) has personal reasons worthy of special consideration.
- 7) The extent of exceptions and concessions from the faculty study schedule according to an individual study schedule is set by the Dean. Before the beginning of the teaching period of the semester, the student is obliged to personally agree with the teachers of the relevant subjects on the conditions of individual fulfilment of study obligations and the method of control of study results. The scope of exceptions and concessions must correspond to the reasons for which the student requests permission to study according to the individual study schedule.
- 8) There is no legal entitlement to permission to study according to an individual study schedule in the relevant academic year. The Dean's decision to permit or not to permit the study according to an individual study schedule is final and cannot be appealed.

#### **Art. 10**

#### **Conditions for re-enrolment in subjects**

- 1) The re-enrolment of compulsory, compulsory elective and elective subjects is regulated by the Decree on the Credit System of Study.<sup>34</sup>
- 2) A student may re-enrol in a compulsory elective subject during his/her studies which he/she has failed, or may enrol in its place in another compulsory elective course from among the compulsory elective subjects of the relevant study programme. After the second unsuccessful attempt to pass the selected compulsory elective subject, the student is expelled from the study pursuant to Section 66(1)(c) of the Higher Education Act.<sup>35</sup> If the student has achieved a sufficient number of credits for the proper completion of studies and has fulfilled the requirements of the course structure of the relevant study programme, he/she does not have to re-enrol in a compulsory elective course according to the first sentence.
- 3) When enrolling in the next part of the study programme, the student determines the compulsory elective subject which he/she enrolls in place of the unsuccessfully completed compulsory elective subjects. If the student chooses another compulsory elective subject in place of the failed compulsory elective subject, the compulsory elective subject so designated is treated as a re-enrolled compulsory elective course.

#### **Art. 11**

#### **Assessment of study results**

- 1) The teacher of the respective subject decides how the study results shall be assessed, the guarantor of the study programme or the head of the department which provides the teaching of the subject makes decisions in controversial issues.
- 2) Assessment of study results is regulated by the Decree on the Credit System of Study.<sup>36</sup> Assessment of the student's study results within the subject is carried out, in particular<sup>37</sup>

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<sup>34</sup> § 5 of the decree on credit system of study

<sup>35</sup> § 5 (4) of the decree on credit system of study

<sup>36</sup> § 6 of the decree on credit system of study

<sup>37</sup> § 6 (1) of the decree on credit system of study

- a) continuous monitoring of student's results during teaching period of the study period (control questions, written tests, independent work assignments, term papers, seminar report, etc.) (hereinafter referred to as 'continuous assessment'),
  - b) an examination for the relevant period of study (hereinafter referred to as 'the examination').
- 3) The conditions for completion of the subject are specified in the Course Information Sheet.
  - 4) At the beginning of the teaching period of the semester, the lecturer shall publish in writing on the Faculty's website or in other ways which the Faculty considers to be customary
    - a) the extent of compulsory participation in the learning activities of the subject,
    - b) specification of the method of assessment of study results,
    - c) dates of continuous assessment,
    - d) information about options for retakes or alternative fulfilment of the conditions of the continuous assessment,
    - e) information on whether the achievement of the prescribed level of continuous assessment or the prescribed extent of compulsory participation in learning activities is a condition for passing the examination.
  - 5) If several teachers participate in teaching of a subject, or where the teaching of the course is carried out in more than one programme of study, the conditions referred to in paragraph (4) shall be published by mutual agreement between the teachers; the published conditions shall be identical in content.
  - 6) Enrolled subjects which the student hasn't completed are at the end of the examination period assessed by FX.
  - 7) Particulars of the assessment of study results are referred to in Art. 2 of Annex No. 2.
  - 8) The weighted study average<sup>38</sup> is used to assess a student's overall academic performance in a given period of study.<sup>39</sup>
  - 9) The weighted study average is particularly used in the overall result of a properly completed study, in other conditions for admission to study, in priority enrolment of subjects due to capacity limitations, in deciding on granting motivational scholarships from the state budget or from the funds of University, in selection of students for academic mobility and for accommodation purposes at the hostels of the University.

## **Art. 12 Examination**

- 1) The examination takes place in the examination period of the semester in which the student has completed the study of the subject or in the last week of the teaching part of the semester (the so-called pre-term). In an exceptional case for serious reasons (in particular health reasons, mobility, personal reasons worthy of special consideration), the examination may also be held outside the examination period of the semester in which the student has completed the study of the course; the Dean decides whether to allow the examination to be held outside the examination period.

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<sup>38</sup> Semester or academic year, or the period of entire study of the given study program

<sup>39</sup> § 6 (7) of the decree on credit system of study

- 2) The examination is taken in written form, oral form, practical form or a combination thereof.
- 3) The achievement of a prescribed level of continuous assessment or a prescribed level of compulsory attendance in learning activities may be a condition for taking the examination. If a student fails to meet the prescribed level of continuous assessment or the prescribed extent of compulsory attendance in learning activities, the student is awarded FX grade in the subject without the opportunity to take the examination.
- 4) The dates, places and forms of examination, as well as the method of registering and signing out for the examination, is published well in advance of the commencement of the examination period of the semester, and in a manner considered customary by the faculty. The teacher is obliged to announce at least three examination dates with a view to spreading them evenly over the examination period of the semester.
- 5) The lecturer may determine that the examination dates are divided into regular dates and retake dates. The cumulative capacity of regular examination dates shall be at least 125% of the number of students enrolled in the course. Unless the teacher decides otherwise, a student is not entitled to have additional examination dates beyond those scheduled under paragraph 4.
- 6) The result of the examination, which includes the results of the continuous assessment, are assessed by a grade in accordance with Section 6(3) of the Decree on the Credit System of Study. The rate at which the results of the continuous assessment are to be taken into account is determined in accordance with Article 11(3), (4) and (5).
- 7) If a student has signed for an examination date, has not checked out of it and has failed to attend, he/she is obliged to apologise via university e-mail to the relevant lecturer no later than three working days after the date of the examination. If the student fails to do so, or if the examiner fails to acknowledge his/her apology, the student will be marked with FX grade for that examination date.
- 8) If a student has been awarded FX grade at the regular examination date or has failed to sign up on time for one of the regular examination dates, he/she is entitled to two retakes. When a student re-enrols in the subject, he/she is entitled to only one retake under the same conditions.
- 9) The student has the right not to accept the grade on the examination date, and instead, to take the retake. For more information, refer to Art. 2 of the Annex No.1 hereto.
- 10) If the student was awarded the FX grade for a retake or he/she failed to sign up for the retake in time, is deemed to have failed the subject.
- 11) A student has the right to request the final retake to be examined before a committee; this also applies to the written form of assessment. In the case of re-enrolment in a subject, the student may also request a committee examination in the regular examination period.<sup>40</sup> The student must submit a written request to the Dean, stating the reasons for the request, no later than eight days before the last day of the examination period in question. The Dean, on the proposal of the programme guarantor, appoints an examination committee of at least three members; the chair of the examination committee is normally the teacher of the subject in question. The committee form of examination may also be held without the student's request.

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<sup>40</sup> Examination before a committee doesn't affect number of retakes.

- 12) Every student has the right to be informed about his/her performance during the examination, about errors and correct solutions.

### **Art. 13**

#### **Control stages of study**

- 1) The study progress check within the study programme (hereinafter referred to as the "control stage of study") shall be carried out by checking the number of credits obtained for the subjects taken.<sup>41</sup>
- 2) In order to continue his/her studies, a full-time student must
  - a) at the end of the first semester of study, prove a successful completion of more than half of the compulsory subjects recommended for the first semester of study and the acquisition of the minimum number of credits according to Annex 1,
  - b) at the end of each year of study, prove the acquisition of a minimum number of credits as set out in Annex 1,
  - c) fulfil the other conditions of the control stages as specified in the accreditation dossier of the study programme.
- 3) Entire semesters in which a full-time student's studies have been interrupted are not included in the length of studies for the purposes of the control stage of studies.
- 4) In order to continue his/her studies, an external student must
  - a) at the end of the first semester, prove a successful completion of more than half of the compulsory subjects recommended for the first semester of study and obtain at least 10 credits for the subjects successfully completed,
  - b) in each year of study, obtain a minimum of 30 credits for successfully completed subjects in the winter semester and summer semester.
- 5) An external student shall, in the academic year during which he/she interrupted the studies, meet the requirements of the control stage of study referred to in paragraph (4) as appropriate.
- 6) Credits obtained for the purposes of the control stages of study shall include credits for subjects the completion of which has been recognised pursuant to Article 18.

### **Art. 14**

#### **Bachelor and Diploma Thesis**

- 1) The final thesis makes part of the studies under each programme of study and, together with its defence, constitutes a single subject; the defence of the final thesis is one of the state examinations.<sup>42</sup>
- 2) The final thesis in the studies according to a study programme of the first cycle is a bachelor thesis, in the studies according to a study programme of the second cycle or a study programme according to Section 53 (3) of the Higher Education Act, is a diploma thesis.
- 3) The bachelor thesis aims to demonstrate the student's ability to independently acquire theoretical and practical knowledge and their application into practice. The diploma thesis aims to demonstrate the student's ability to independently acquire theoretical and

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<sup>41</sup> § 51 (4) j) of Higher Education Act

<sup>42</sup> § 51 (3) first sentence of Higher Education Act

practical knowledge based on the current state of scientific or art knowledge and to creatively apply, use and develop it.

- 4) The final thesis is written in the Slovak language. With the consent of the faculty, the final thesis may be written and defended in a language other than the state language. In philological study programmes, the final thesis may also be written and defended in the language in which the study programme is conducted, even without the consent of the faculty. In the case of a thesis written in a language other than the state language, the thesis includes an abstract in the state language.<sup>43</sup>
- 5) Basic essentials of the final thesis, the manner of its submission, originality control, archiving and accessibility are regulated by a special internal regulation of Comenius University.<sup>44</sup>
- 6) The final thesis is elaborated by the student under the guidance of the thesis supervisor. The thesis supervisor prepares a written report on the final thesis and proposes its assessment.
- 7) The final thesis is reviewed by an opponent who shall submit the written opinion on the thesis and proposes its assessment.
- 8) The student who has elaborated the thesis has the right to get acquainted with the opinions on the thesis (with the opinion of the thesis supervisor and the thesis opponent) at the latest three working days before the thesis defence.
- 9) If the thesis supervisor or the thesis opponent are not members of the examination committee for the state examinations, they are invited to the defence of the final thesis and have the right to comment on its assessment.

### **Art. 15** **State examination**

- 1) The state examination is regulated by the Higher Education Act.<sup>45</sup>
- 2) The state examination is regarded as a subject of the study programme.<sup>46</sup>
- 3) The state examination may consist of individual parts; parts of the state examination are not considered to be subjects of the study programme and no credits are assigned to them.
- 4) Unless the programme of study specifies otherwise, the student may take the last state examination
  - a) after obtaining at least the number of credits necessary for the student to graduate after obtaining the credits for the successful completion of the last state examination; and
  - b) after successful completion of compulsory courses, compulsory elective courses and elective courses in the composition determined by the study programme, except for the last state examination,
  - c) if the student has settled all financial obligations to the Faculty and the University, in particular tuition fees and fees related to studies; and

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<sup>43</sup> § 51 (3) second and third sentence and § 51 (4) p) of Higher Education Act

<sup>44</sup> Internal Regulation No. 12/2013 Rector's Directive on the essentials of final thesis

<sup>45</sup> § 63 of Higher Education Act

<sup>46</sup> § 3 (4) of the decree on credit system of study

- d) is not the subject of disciplinary proceedings.
- 2) Dates of the state examinations are set by the Dean in accordance with the Faculty schedule of studies.
  - 3) The examination committee for the state examinations has at least four members.<sup>47</sup> The chairperson of the examination committee is a university teacher acting in the post of professor or associate professor. The examination committee has a quorum if its chairperson and at least two other members are present.
  - 4) The examination committee decides by consensus on the assessment of the state examination or a part thereof. If the examination committee fails to reach a consensus, the assessment of the state examination or part thereof is decided by voting. Details of the voting procedure of the examination committee shall be laid down in an internal regulation of the Faculty to be issued by the Dean.
  - 5) If a student is unable, for serious reasons, to take the state examination or its part for which he/she has signed up, he/she is obliged to make an excuse in writing to the chairman of the examination commission prior to the exam or not later than three working days after the date of the state examination or its part, provided however, there were serious reasons that prevented him/her from making an excuse in advance. If a student fails to appear at the state examination or its part without an excuse within the specified period, or if the chairman of the examination committee does not accept his/her excuse, he/she is awarded FX grade from the given date of the state examination.
  - 6) If a student was awarded FX grade at the regular date of the state examination, he/she is entitled to two retakes. Retakes of the state examination can be taken as follows
    - a) within the time period scheduled for retakes of state examinations in the relevant academic year; or
    - b) on the dates for state examinations in a subsequent academic year, in which case the student shall re-enrol in the state examination as a subject in the programme of study in accordance with the provisions of Article 10.

### **Art. 16**

#### **Overall result of studies**

- 1) The overall result of a duly completed bachelor, master or doctoral cycle is assessed by two grades:
  - a) passed with honours,
  - b) passed.
- 2) The overall result of duly completed studies is assessed as passed with honours, if the student
  - a) has achieved the study average less than or equal to 1.30 for the whole course of study, including state examinations; the study average is the weighted study average, which includes all the subjects taken by the student<sup>48</sup>; and
  - b) has passed the regular terms of the state examinations with A or B grades only, where the number of A grades must not be less than the number of B grades.

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<sup>47</sup> § 63 (6) of Higher Education Act

<sup>48</sup>

- 3) If the conditions of par.2 are not met, the overall result of the duly completed studies shall be assessed as passed.
- 4) CU issues a diploma with honours to a graduate who has duly completed his/her studies with an overall result of passing with honours.

#### **Art. 17**

#### **Change of study programme within CU**

- 1) A student has the right to apply for a change of study programme within the same field of study; a change of study programme within the same field of study is not made by way of an admission procedure.
- 2) A student's request to change the form of study is a request to change of the study programme.
- 3) A student may apply for a change of study programme after the end of the winter semester of the first year of study or always at the beginning of the academic year. A student requesting a change of study programme must prove that he/she has fulfilled
  - a) the requirements of the control stage of the original programme of study; and
  - b) other requirements of admission for the transfer which are in force for the academic year in question.
- 4) The Dean decides on the student's request for a change of study programme after receiving the opinion of the guarantor of the relevant study programme. If the original study programme and the new study programme are studied at different faculties, the consent of both respective Deans is a condition for the change of study programme.
- 5) Recognition of the completion of subjects when changing the study programme within the CU is subject to Article 18.
- 6) A student is obliged to fulfil the requirements set out in the study programme he/she is studying after the change in order to complete his/her studies properly.

#### **Art. 18**

#### **Recognition of completed subjects**

- 1) Subject is considered as recognized by having been awarded the grade and required number of credits assigned to the subject.
- 2) A student who previously studied at the University and whose studies have not been duly completed, a student requesting a transfer or a change of study programme within the University may apply for recognition of the completion of subjects, if
  - a) no more than four years have passed since completing the examinations in bachelor study programmes or master study programmes, except for study programmes according to Section 53 (3) of Higher Education Act, or no more than five years have passed since completing the examinations in master study programmes according to Section 53 (3) of Higher Education Act or doctor study programmes,
  - b) the student was awarded grades A to C, or their equivalent, for the given subject, and
  - c) they are part of the studies under the current study programme as compulsory subjects or compulsory elective subjects or are equivalent in content to compulsory subjects or compulsory elective subjects in the studies under the current study programme.

- 3) State examinations cannot be recognised, except in the cases referred to in par. 4 of this Article.
- 4) A student of the joined first and second cycle of the master cycle programme in Catholic theology may apply for recognition of a completed subject, including a state examination, on the basis of his/her duly completed studies in the field of philosophy, theology or religious education, provided that the conditions of par. 2 (a) to (c) are fulfilled.
- 5) A student may apply for recognition of completed subjects before the beginning of the teaching period of winter semester of the academic year. Upon request, the student shall attach to the application the Course Information Sheet of the subject he/she has successfully completed.
- 6) In one academic year, a student may have the subjects recognised worth of no more than 50 credits according to the current study programme; this does not apply if the student is admitted to the studies on transfer from another higher education institution, or if there has been a change of study programme pursuant to Art. 17, or in the cases referred to in par. (4) of this Article.
- 7) The Dean decides on the recognition of completed subjects after receiving the statement of the lecturers of respective subjects. The Dean's decision on the recognition or non-recognition of the completed subjects is final and cannot be appealed.

#### **Art. 19**

#### **Academic mobility and Transfer of credits**

- 1) Credit transfer is the process in which the credits gained within a part of studies at another higher education institution in the Slovak Republic or at a higher education institution abroad (hereinafter referred to as "academic mobility") are counted towards the overall number of credits gained by a student pursuant to Section 4(3) of the Decree on the Credit System of Studies. The basic elements of the transfer of credits are regulated by the Decree on the credit system of studies.<sup>49</sup>
- 2) Terms and conditions for sending students on academic mobility are regulated by special internal regulations of Comenius University<sup>50</sup> and the contractual agreements of the academic mobility programmes.
- 3) Academic mobility is formally conditioned by a Learning Agreement.<sup>51</sup> Learning Agreement<sup>52</sup> contains, in particular, the proposed study plan at the receiving institution and the recognition of the corresponding part of the studies at the sending institution. Learning Agreement and its changes are signed by the Dean or the Vice-Dean authorised by him/her, after prior written approval by the programme guarantor. The subjects to be taken by the student at the receiving higher education institution on the basis of a Learning Agreement becomes part of the student's study plan.
- 4) If the subjects taken at the receiving institution has a non-integer number of credits, the number of credits obtained shall be mathematically rounded to a natural number.

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<sup>49</sup> § 7 of the decree on credit system of study

<sup>50</sup> e.g. Internal Regulation No. 3/2016 Rector's Directive CU on CU and its faculties within European Community Erasmus+

<sup>51</sup> 7 (1) and 2 of the decree on credit system of study

<sup>52</sup> Template of Learning Agreement is in Annex No. 3 of a decree on credit system of study

- 5) A subject taken at the receiving institution that is comparable in content and extend to a subject at the sending institution and taken by the student as part of an approved academic mobility,
  - a) is automatically recognised as taken in place of the relevant compulsory course, compulsory elective course or elective course from the programme of study to which the student has been admitted, if it has been specified in the Learning Agreement in the part regulating the recognition of the corresponding part of the study at the sending institution,
  - b) may be recognised by the Dean, on the basis of a written request from the student and after the opinion of the study programme guarantor or the subject guarantor, in place of the relevant compulsory course or compulsory elective course from the study programme to which the student has been admitted, if the conditions in a) are not met.
- 6) A subject whose completion has been recognised under par. (5) is listed in the Diploma Supplement with zero credits and a note that its completion has been replaced by the completion of the subject at the receiving institution within the framework of the academic mobility. The number of credits obtained for the subject taken at the receiving institution is listed in the Transcript of records; assessment of the subject taken at the receiving institution are converted into the grading scale used by the University in accordance with Art. 6(3) of the Decree on the credit system of studies.
- 7) Unless otherwise provided by the contractual conditions of the relevant academic mobility programme, Learning Agreement or par. 5, subjects completed at the receiving institution within the framework of academic mobility are recognized by the faculty as elective subjects.
- 8) Provisions of this Article shall also apply appropriately to a student who takes only certain subjects in the relevant part of the academic year at a university abroad, on the basis of an internship, summer school or other similar educational activity approved by the sending institution..

## **Art. 20**

### **Interruption of studies and re-enrolment in studies**

- 1) Studies can be interrupted upon a student's written request, usually for a part of study (semester, year).<sup>53</sup>
- 2) Studies can be interrupted without stating a reason for no more than one year.
- 3) If the reason for the interruption is serious health reasons, formative reasons, maternity leave or parental leave, studies may be interrupted for not longer than three years.
- 4) If the study is interrupted more times, the total length of interruption cannot cumulatively exceed three years.
- 5) The interruption of studies is authorised by the Dean.<sup>54</sup> The decision on whether or not to interrupt the study contains essentials referred to in Art. 39(2), including the precise duration of the interruption of studies; the instruction shall specify the date or dates on which re-enrolment in studies (hereinafter referred to as "re-enrolment") may be

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<sup>53</sup> § 64 (1) of Higher Education Act

<sup>54</sup> § 64 (2) of Higher Education Act

effected. The Dean's decision whether or not to authorise the interruption of studies is final and may not be appealed.

- 6) A student who requests the interruption of studies and has not met the requirements of the control stage of studies, is not allowed to interrupt the studies.
- 7) If a student interrupts the studies during the winter semester, subjects enrolled for summer semester are void. If the study is interrupted for serious health reasons, serious personal reasons or other reasons worthy of special consideration, the Dean may allow the cancellation of the enrolment of subjects not taken also for the semester in which the studies were interrupted; the cancellation of the enrolment of subjects are indicated in the decision authorising the interruption of studies.
- 8) If a student interrupts the studies outside the teaching period of the semester, all assessments of study results gained prior to the date when application for interruption is submitted are recorded. Subjects with FX grade or with no assessment which a student gained before the date of application for interruption are deemed as re-enrolled after the interruption period. Re-enrolment of subjects is set out in Art. 10.
- 9) A student who interrupts his/her studies ceases to be a student on the date specified in the decision authorising the interruption of studies.
- 10) A student whose studies have been interrupted becomes a student from the date of re-enrolment.<sup>55</sup> The re-enrolment is also enrolment for the next part of study. The period of interruption of studies ends on the day preceding the date of re-enrolment.
- 11) If a student fails to appear for re-enrolment, the Faculty gives the student a written notice to appear for re-enrolment within ten working days from delivery of this notice.<sup>56</sup> The provisions of Art. 39(3) and (4) shall apply to deliveries of notices.
- 12) If a student fails to re-enrol within the specified period of time and does not request an extension of this period of time for medical reasons which prevent him/her from attending the re-enrolment, the day on which he/she should have re-enrolled is deemed to be the day on which the student withdrew from the studies.<sup>57</sup>
- 13) If a student delivers a written statement on the withdrawal from the studies after a written notice under par. 11), the period of interruption of studies ends on the day when the student's written statement on the withdrawal from the studies was delivered to the faculty.

## **Art. 21**

### **Ordinary completion of studies**

Ordinary completion of studies is regulated by the Higher Education Act.<sup>58</sup>

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<sup>55</sup> § 69 (1) of Higher Education Act

<sup>56</sup> § 66 (3) of Higher Education Act

<sup>57</sup> § 66 (4) of Higher Education Act

<sup>58</sup> § 65 of Higher Education Act

## **Art. 22**

### **Other terminations of studies**

- 1) In addition to ordinary completion of studies, the Higher Education Act also regulates other terminations of studies.<sup>59</sup>
- 2) A student may withdraw from studies on his/her own decision by a written statement addressed to the Dean.
- 3) Withdrawal from the studies is also
  - a) failure to appear for enrolment for the next part of the study pursuant to Section 66 (3) and (4) of the Higher Education Act,
  - b) failure to re-enrol in accordance with Art. 20(10), or
  - c) transfer of a CU student to another university.<sup>60</sup>
- 4) The Faculty issues a Transcript of records upon a person who has completed the study of the study programme pursuant to Section 66(1) of the Higher Education Act.<sup>61</sup>
- 5) Essentials of the decision on the termination of studies pursuant to Section 66 (1) (c) and (d) of the Higher Education Act are in Annex n. 3 of the Study Regulations of Comenius University. Sample decision on the termination of studies pursuant to Section 66(1)(c) and (d) of the Higher Education Act can be found in Annex n. 4 of the CU Study Regulations.

## **PART THREE**

### **SPECIAL PROVISIONS ON DOCTORAL STUDIES**

## **Art. 23**

### **Basic provisions**

- 1) The study program of the third cycle is called doctoral study programme.<sup>62</sup>
- 2) Doctoral study programmes at the Comenius University are carried out at the faculties.<sup>63</sup> External educational institutions with which a faculty has concluded an individual agreement on the doctoral studies of a doctoral student may also participate in the implementation of a doctoral study programme.<sup>64</sup>
- 3) The rules for the organisation of doctoral studies are regulated by the Higher Education Act.<sup>65</sup>
- 4) For the organisation of doctoral studies
  - a) provisions of Art. 3, 4, 6, 17, 21 and 22 apply equally,
  - b) provisions of Art. 5, 7, 8, 9, 10, 11, 12, 18 and 19 apply appropriately.

## **Art. 24**

### **Board of specialists**

- 1) The Faculty establishes a board of specialists for each study field/programme. CU may, by agreement with other higher education institutions, create a common board of

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<sup>59</sup> § 66 of Higher Education Act

<sup>60</sup> § 59 (6) of Higher Education Act

<sup>61</sup> § 67 (5) a) of Higher Education Act

<sup>62</sup> § 2 (5) of Higher Education Act

<sup>63</sup> § 2 (7) of Higher Education Act

<sup>64</sup> Rector's Directive CU No. 4/2004 Agreements with external educational institution

<sup>65</sup> § 54 of Higher Education Act

specialists in individual fields of study. If the doctoral studies are carried out in cooperation with an external educational institution, the external educational institution shall have appropriate representation on the relevant board of specialists.<sup>66</sup>

- 2) The board of specialists consists of a chairperson and at least four other members. At least one of the members of the board of specialists must have the scientific-pedagogical degree of professor, the scientific degree of doctor of science or must have a recognized scientific qualification level I.

Other members of the board of specialists can be

- a) visiting professors,
  - b) university teachers and researchers with a scientific-pedagogical degree of associate professor,
  - c) university teachers and researchers with the academic degree of PhD, ArtD., the scientific degree of CSc., in Catholic theology with the academic degree of ThDr.,
  - d) university teachers and researchers with a scientific qualification grade IIa or
  - e) qualified specialists with any of the academic, scientific or pedagogical degrees or degrees referred to in this paragraph.
- 3) The rules for the Board of Specialists shall be appointed by an internal regulation of the Faculty, which is issued by the Dean after approval by the Scientific Board of the Faculty.
  - 4) Board of specialists, in particular
    - a) monitors and evaluates doctoral studies in the given field of study<sup>67</sup>,
    - b) approves the topics of licentiate and doctoral theses,
    - c) approves individual study plan of a doctoral student<sup>68</sup>,
    - d) proposes to the Dean the chairperson and members of the examination committee for the dissertation examination and the licentiate examination,
    - e) proposes to the Dean an opponent of the written thesis for the licentiate or dissertation examination,
    - f) proposes to the Dean the opponents of the doctoral thesis,
    - g) proposes to the Dean the composition of the examination committee for the defence of the doctoral thesis.
  - 5) Proposals pursuant to par. 4 (d) to (g) are submitted to the Dean by the chairperson of the Board of Specialists without undue delay after the decision of the board of specialists has been taken.
  - 6) In particular, the chairperson of the Board of Specialists
    - a) proposes to the Dean the chairperson and members of the admission committee for the entrance examination for doctoral studies,
    - b) comments on the doctoral student's application for permission to defend the licentiate and doctoral thesis, and examines the compliance with the content and formal requirements for the licentiate and doctoral thesis,
    - c) invites the doctoral candidate to remedy deficiencies in the prescribed requirements of the thesis or the application for permission to defend the thesis,

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<sup>66</sup> § 54 (17) of Higher Education Act

<sup>67</sup> § 54 (17) first sentence of Higher Education Act

<sup>68</sup> § 54 (8) of Higher Education Act

- d) comments on the transfer of credits within the framework of the doctoral student's academic mobility,
- e) comments on the recognition of the completion of subjects when changing the doctoral study programme, when changing the form of doctoral studies and when a doctoral student who has completed a Licentiate in Catholic Theology is admitted,
- f) carries out such other activities as may be delegated to him/her by the Board of Specialists.

### **Art. 25 Supervisor**

- 1) The rules for the approval of supervisors are regulated by a special internal regulation of Comenius University.<sup>69</sup>
- 2) Supervisor in particular
  - a) professionally supervises the doctoral student during the doctoral studies,
  - b) in cooperation with the doctoral student, draws up the doctoral student's individual study plan and submits it to the Board of Specialists for approval,
  - c) coordinates and professionally guarantees the fulfilment of the doctoral student's individual study plan and checks the fulfilment of the doctoral student's teaching activities,
  - d) together with the doctoral student, specifies the topic of the licentiate and doctoral thesis,
  - e) awards the doctoral student a given number of credits for completed stages of individual study of scientific literature and the scientific part of the individual study plan, if these have been defined in the individual study plan,
  - f) submits the doctoral student's annual evaluation to the Dean,
  - g) submits to the Dean a proposal to expel a doctoral student from doctoral studies,
  - h) comments on the doctoral student's request for interruption of studies and on the request for a change of the doctoral study programme or a change of the form of doctoral studies,
  - i) recommends the doctoral student in the case of his/her interest in an internship at other domestic or foreign institutions of science, research, technology, education or art,
  - j) arranges for the doctoral student consultations with other experts as necessary,
  - k) takes part in the licentiate examination and the defence of the licentiate thesis of the doctoral student and has the right to express his/her opinion,
  - l) writes an opinion on the licentiate and the doctoral thesis and a working characteristics of the doctoral student entrusted to him/her,
  - m) takes part in the doctoral examination and the defence of the doctoral thesis and has the right to express his/her opinion.

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<sup>69</sup> Internal Regulation No. 19/2018 Rector's Directive CU, determining the rules to approve supervisors of doctoral study

## Art. 26 Doctoral studies schedule

- 1) Doctoral studies
  - a) commence at the beginning of the winter semester of the academic year,
  - b) may also commence<sup>70</sup> at the beginning of the summer semester of the academic year.
- 2) Doctoral study is carried out according to an individual study plan under the guidance of supervisor. The condition for the duly completion of doctoral study is the completion of dissertation examination, which belongs to the state examinations, and the defence of the doctoral thesis. The doctoral thesis is the final work.<sup>71</sup> The doctoral thesis together with its defence forms one subject; the defence of the doctoral thesis belongs to the state examination.<sup>72</sup>
- 3) Doctoral studies consist of a study part and a scientific part.<sup>73</sup>
- 4) The study part of the doctoral studies consists mainly of lectures, seminars and individual study of scientific literature necessary in terms of the focus of the doctoral thesis.<sup>74</sup> The study part is completed by passing the dissertation examination; in the field of Catholic theology, the dissertation examination is the licentiate examination.
- 5) The scientific part of the doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the topic of the dissertation; the scientific part of the doctoral studies is professionally supervised by the supervisor.<sup>75</sup>
- 6) Full-time doctoral studies include teaching activities or other professional activities related to teaching activities to the extent of no more than four hours per week on average per academic year in which the teaching is carried out.<sup>76</sup>
- 7) If a doctoral student has applied for a dissertation topic announced by an external educational institution, he/she carries out the scientific part of the doctoral studies and the duties of the study part of the doctoral studies agreed with the Faculty in this external educational institution. The Faculty concludes an individual agreement on the doctoral studies of the doctoral student with the external educational institution. The agreement addresses issues related to the doctoral student's participation in the external educational institution, including the reimbursement of the costs of the external educational institution<sup>77</sup> and the conditions for the performance of teaching activities or other professional activities related to teaching activities pursuant to par. 6.
- 8) The standard length of doctoral studies and the number of credit that have to be achieved for the proper completion of the studies, are specified in the Accreditation Document of the doctoral study programme.
- 9) The credit system of study applies to doctoral study programmes appropriately.<sup>78</sup>

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<sup>70</sup> § 61 (3) second sentence of Higher Education Act

<sup>71</sup> § 54 (3) of Higher Education Act

<sup>72</sup> § 51 (3) first sentence of Higher Education Act

<sup>73</sup> § 54 (8) first sentence of Higher Education Act

<sup>74</sup> § 54 (9) of Higher Education Act

<sup>75</sup> § 54 (10) of Higher Education Act

<sup>76</sup> § 54 (11) of Higher Education Act

<sup>77</sup> § 54 (12) of Higher Education Act

<sup>78</sup> § 9 of the decree on credit system of study

## **Art. 27**

### **Individual study plan and assessment of study results**

- 1) The individual study plan consists of a study part and a scientific part and includes the dates by which the doctoral student is to complete the individual subjects and the dissertation examination.
- 2) The individual study plan is drawn up by the supervisor and submitted for approval to the Board of specialists<sup>79</sup>; the supervisor draws up the individual study plan in cooperation with the doctoral student. The approved individual study plan is part of the doctoral student's study documentation.
- 3) During his/her studies, the doctoral student obtains credits for the following areas of activity:
  - a) subjects of the study part of the doctoral programme,
  - b) successful completion of the licentiate examination, including the defence of the licentiate thesis,
  - c) independent creative activity in the field of science, research or art (publication, completion of a stage of research work defined in the individual study plan, etc.), which is related to the topic of the doctoral thesis,
  - d) teaching activity at Comenius University or Faculty (conducting practical lessons, seminars, etc.), or other practical activity carried out at the Faculty or at a related institution, if required by the character of the studies,
  - e) successful completion of the dissertation examination,
  - f) the doctoral thesis and its defence.
- 4) A doctoral student must obtain credits in the composition specified by the study programme.
- 5) Subjects of the doctoral study programmes and additional subjects of the study part of the doctoral study, which the doctoral student has enrolled in, are assessed by the classification grade passed or failed.

## **Art. 28**

### **Annual evaluation of the doctoral student**

- 1) The control stage of doctoral studies is at the end of each academic year.
- 2) In order to continue his/her doctoral studies
  - a) a full-time doctoral student has to obtain a minimum of 40 credits in each academic year, including 10 credits for research activity,
  - b) a student in external form of doctoral studies has to obtain a minimum of 30 credits in each academic year.
- 3) At the end of each academic year, the supervisor submits to the Dean an annual evaluation of the fulfilment of the doctoral student's individual study plan (hereinafter referred to as "the doctoral student's annual evaluation"), stating whether or not he/she recommends the doctoral student's continuation of his/her studies. The supervisor evaluates the status and level of implementation of the doctoral student's individual study plan, compliance with deadlines, and, if necessary, submits a proposal for

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<sup>79</sup> § 54 (8) of Higher Education Act

modification of his/her individual study plan. Based on the doctoral student's annual evaluation, the Dean decides whether the doctoral student may continue his/her studies and on any changes to his/her individual study plan.

- 4) Failure to comply with the requirements of the control stage of doctoral studies referred to in par. 2 and 3 or failure to comply with the requirements of the individual study plan are reasons for the supervisor to submit a proposal to the Dean in the doctoral student's annual evaluation to expel the doctoral student from studies pursuant to Section 66(1)(c) of the Higher Education Act.

### **Art. 29** **Licentiate thesis**

- 1) With the licentiate thesis, the student demonstrates the ability to choose the correct methodological procedure for research or development and competence in scientific theological research. The thesis should contain an analysis and synthesis of the knowledge on the topic in question in the narrower specialisation of the relevant field, new results achieved by the doctoral student and should be characterised by a sufficient overview of the existing literature.
- 2) The doctoral student submits the thesis for defence in the Slovak language. With the consent of the Dean and the chairperson of the Board of specialists, the doctoral candidate student may also submit his/her thesis in a language other than Slovak. In the case of a thesis written in a language other than the state language, the licentiate thesis includes an abstract in the state language.
- 3) The supervisor and the opponent prepare written reports on the licentiate thesis and propose its assessments by the classification grade passed or fail. The reports are made available to the doctoral student no later than three working days before the date of the licentiate examination.
- 4) The opponent of the thesis is appointed by the Dean on the basis of a proposal of the Board of specialists. The opponent is selected from among experts in the doctoral field of study. The opponent may be
  - a) an expert with a third cycle university degree who does not work at the training institute,
  - b) an expert with a third-level higher education qualification working at the training institute, if he/she does not have a joint publication with the doctoral student.
- 5) The opponent submits his/her written report to the Dean no later than 30 days after receiving the thesis. If the opponent is unable to provide an evaluation, he/she shall notify the Dean within 14 days of receiving of his/her appointment.
- 6) If the opponent fails to submit his/her report within the time limit pursuant to subsection 5), the Dean appoints a new opponent.
- 7) The opponent's written report shall contain an objective and critical analysis of the merits and shortcomings of the submitted licentiate thesis, shall be brief and shall not repeat its content. In particular, the opponent's opinion shall state:
  - a) on the topicality of the chosen topic,
  - b) on the chosen methods of treatment,
  - c) on the results achieved, indicating what new knowledge the thesis brings,

- d) on the contribution to the further development of science and technology,
- e) whether the thesis has fulfilled the objective pursued,
- f) grade of the licentiate thesis passed or failed classification.

### **Art. 30**

#### **Licentiate examination**

- 1) The licentiate examination is the state examination in the study programme in Catholic theology, which is held at the end of the first comprehensive part of the doctoral studies. A full-time doctoral student registers for the licentiate examination no later than 18 months after the beginning of his/her studies; an external doctoral student no later than 24 months after the beginning of his/her studies. The period of interruption of the doctoral student's studies is not included in the time limit for applying for the licentiate examination.
- 2) A doctoral student is obliged to submit a thesis in accordance with Art.29 together with the application for the licentiate examination. The acquisition of at least 65 credits in the prescribed composition of educational, scientific and pedagogical activities specified in the study programme and the individual study plan is a requirement for the approval to take the licentiate examination.
- 3) The application for the licentiate examination and the licentiate thesis is submitted in written form to the Dean through the Doctoral Studies Office. The Faculty publishes details of the requirements for the application for the licentiate examination and the method of its submission on the Faculty's website and in other ways deemed customary by the Faculty.
- 4) The doctoral student attaches to the application for the licentiate examination:
  - a) licentiate thesis in three copies,
  - b) list of published works with full bibliographical data and unpublished scientific works, or reviews, testimonials, or a list of other scientific activities,
  - c) brief curriculum vitae,
  - d) justification of the differences between the original thesis and the submitted thesis, if the doctoral student submits a new thesis after an unsuccessful defence.
- 5) Upon receiving of the application for the licentiate examination, the chairperson of the Board of specialists, within 15 days, states whether the licentiate thesis meets the requirements in terms of its level and form and whether he/she recommends it for defence. If the opinion of the chairperson of the Board of specialists is positive, the Board of specialists proposes to the Dean the composition of the examination committee for the licentiate examination and the opponent of the licentiate thesis. In proposing the opponent, the Board of specialists may base its proposal on that of the supervisor. If the opinion of the chair of the Board of specialists is negative, the board shall examine the fulfilment of the requirements for the level and form of the thesis.
- 6) If the Board of specialists finds that the doctoral student's thesis and its annexes do not meet the requirements, it invites the doctoral student to remedy the deficiencies within a specified period of time.
- 7) The doctoral student may withdraw the submitted licentiate thesis and the application for the licentiate examination up to the time when the Dean has not invited in writing the

members of the examination committee, the opponent, the supervisor and the doctoral student to the defence. The Dean decides on the further course of action as well as on the resolution of any disputed issues.

- 8) The licentiate examination consists of two parts
  - a) the first part, in which the doctoral student shall demonstrate theoretical knowledge in the specified subjects of the licentiate examination according to the focus of the licentiate thesis,
  - b) the second part, consisting of the defence of the licentiate thesis. The defence of the thesis shall take the form of a scientific debate between the doctoral student, the opponent, the members of the examination committee and other participants in the defence on the knowledge acquired and the contribution of the thesis. During the defence of the licentiate thesis, the reasonableness and plausibility of the conclusions and proposals contained in the thesis shall also be examined.

The date of the licentiate examination is announced at least 14 days in advance.

- 9) The licentiate examination is held before the examination committee for state examinations. The right to sit for the licentiate examination is vested in university teachers serving as professors and associate professors and other experts approved by the Faculty's Scientific Council.<sup>80</sup> The chairperson and members of the examination committee are appointed by the Dean on the proposal of the Board of specialists. At least one member of the examination committee shall not be from the training institute. The examination committee must have at least four members. The opponent of the thesis may be a member of the examination committee if he/she has been approved as a member of the examination committee. If the opponent is not a member of the examination committee, he/she shall be invited to the licentiate examination and shall have the right to express his/her opinion during the evaluation of the licentiate examination. The supervisor of the doctoral student, who is not a member of the examination committee, shall also attend the licentiate examination, and has the right to be heard in the evaluation of the examination.
- 10) If a doctoral student has applied for a subject of the thesis to be examined by an external educational institution, the licentiate examination shall be held before an examination committee in which the members from the university referred to in par. 9 and the members appointed by the external educational institution are represented in parity.<sup>81</sup>
- 11) The examining committee has a quorum if an absolute majority of the members of the examination committee, including the chairman of the examination committee and a member of the examination committee who is not from the doctoral student's training institute, are present.
- 12) The course of the licentiate examination and the announcement of its results are public. Decision making of the examination committee on the result of the licentiate examination shall be made at a closed session of the examination committee.
- 13) The licentiate examination is graded with passed or failed grade for the first part and for the defence of the licentiate thesis separately. The defence of the licentiate thesis is one

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<sup>80</sup> § 63 (3) of Higher Education Act

<sup>81</sup> § 54 (13) of Higher Education Act

of the state examinations.<sup>82</sup> A doctoral student may take part in the defence of his/her thesis if he/she has successfully passed the first part of the licentiate examination.

- 14) The overall result of the licentiate examination is evaluated by the classification grade passed or failed. A passed grade is assigned if the doctoral student has successfully passed both parts of the licentiate examination. The failed grade is not assigned until the last possible date under par. 17.
- 15) Minutes of the licentiate examination shall be drawn up. The minutes are signed by the chairperson, the members of the examination committee present and the supervisor.
- 16) CU issues the doctoral student with a Certificate of the state examination and a Certificate of the award of the academic degree of "Licentiate of Theology" on the passing and result of the licentiate examination. The conferral of the academic degree of "Licentiate of Theology" is linked to the candidate's profession of faith before the Grand Chancellor or the Ordinary.
- 17) If a doctoral student has been given a failing grade in the licentiate examination, or if he/she has not participated in the licentiate examination and his/her unexcused absence from the examination has been given a failing grade by the examination committee, he/she can retake it only once, after three months period at the earliest.
- 18) A failing grade on the correction date of the licentiate examination is a reason to expel the doctoral student from studies pursuant to Section 66 (1) (c) of the Higher Education Act.
- 19) The dean may recognise a doctoral student's successful completion of the licentiate in Catholic Theology for a total of 90 credits on the basis of the approval of the relevant chair of the Board of specialists. The Dean decides on the recognition of the studies at the time of admission to doctoral studies.

### **Art. 31**

#### **Dissertation examination**

- 1) A student in the doctoral programme in Catholic theology shall submit an application for the dissertation examination at the end of the doctoral programme together with an application for permission to defend the dissertation in accordance with Article 32. The approval for the dissertation examination is conditional upon the acquisition of credits in the prescribed composition of educational, scientific and pedagogical activities according to the doctoral student's individual study plan, including the completion or recognition of the first comprehensive part of the doctoral studies (licentiate), at least 140 credits in a 3-year full-time or 4-year external study, at least 200 credits in a 4-year full-time or 5-year external study.
- 2) The application for the dissertation examination is submitted in written form to the Dean through the Doctoral Studies Office. The faculty publishes details of the requirements for the application for the dissertation examination and the method of its submission on the Faculty's website and in other ways deemed customary by the Faculty.
- 3) In the dissertation examination, the doctoral student shall demonstrate theoretical knowledge of a range of topics according to the focus of the dissertation topic. The range of topics is determined by the supervisor.

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<sup>82</sup> § 53 (3) first sentence of Higher Education Act

- 4) The dissertation examination is held before the examination committee for the state examinations. The right to sit for the dissertation examination is vested in university teachers serving as professors and associate professors and other experts approved by the Faculty's Scientific Council.<sup>83</sup> The chairperson and members of the examination committee are appointed by the Dean on the proposal of the Board of specialists. At least one member of the examination committee shall not be from the training institute. The examination committee must have at least four members.
- 5) If a doctoral student has applied for a subject of the thesis to be examined by an external educational institution, the dissertation examination shall be held before an examination committee which includes a parity of members from the university designated pursuant to par. 4 and the members appointed by the external educational institution.<sup>84</sup>
- 6) The supervisor cannot be a member of the examination committee. The supervisor is invited to the dissertation examination and has the right to comment on its assessment.
- 7) The examining committee has a quorum if an absolute majority of the members of the examination committee, including the chairman of the examination committee and a member of the examination committee who is not from the doctoral student's training institute, are present.
- 8) The course of the dissertation examination and the assessment of its results are public. Decision making of the examination commission on the result of the dissertation examination will take place in a closed session of examination committee.
- 9) The dissertation examination is assessed as a whole with passed or failed. The individual parts of the dissertation exam are not evaluated separately.
- 10) Minutes of the dissertation examination is drawn up. The minutes are signed by the chairperson, the members of the examination committee present at the dissertation examination and the supervisor.
- 11) Successful completion of the dissertation examination is a condition for the doctoral thesis defence.
- 12) On the successful outcome of the dissertation examination, CU issues the doctoral student with a Certificate of the state examination<sup>85</sup>, which includes the assessment of the dissertation defence pursuant to Art. 36.
- 13) If a doctoral student has been given a failing grade in the dissertation examination, he/she can retake it only once, after three months period at the earliest.
- 14) Failure to pass the classification grade at the correction date of the dissertation examination is a reason to expel the doctoral student from studies pursuant to Section 66(1)(c) of the Higher Education Act.

## **Art. 32**

### **Application for permission to defend the doctoral thesis**

- 1) A doctoral student may submit an application for permission to defend the doctoral thesis together with the application for the dissertation examination if

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<sup>83</sup> § 63 (3) of Higher Education Act

<sup>84</sup> § 54 (13) of Higher Education Act

<sup>85</sup> § 68 (1) (b) and (3) of Higher Education Act

- a) he/she has acquired at least 140 credits (in a study programme which requires achieving of 180 credits for regular completion) or at least 200 credits (in a study programme which requires achieving of 240 credits for regular completion); and
  - b) fulfils the requirements laid down in the individual study plan.
- 2) An application for permission to defend the doctoral thesis shall be submitted in writing to the Dean through the Doctoral Studies Office. The application shall be submitted sufficiently in advance so that the doctoral thesis defence can take place no later than on the day of completion of the standard length of study.
  - 3) The doctoral student shall attach to the application
    - a) doctoral thesis in four copies,
    - b) a self- report of the doctoral thesis,
    - c) in a single copy, copies of all publications and other elaborations, if they are not part of the doctoral thesis; if the doctoral student encloses an excerpt from database of publication activities of CU, copies of publications are not required,
    - d) list of published works with complete bibliographical data, and unpublished scientific works and performances of the doctoral student, as well as reviews of them, and, where appropriate, testimonials about them,
    - e) justification of the differences between the original doctoral thesis and the doctoral thesis submitted, if the doctoral student submits a new doctoral thesis in the same field of doctoral study after an unsuccessful defence; and
    - f) a brief curriculum vitae.
  - 4) The self- report of the doctoral thesis is a brief summary of the main results of the doctoral thesis, its contribution and responses; the self- report shall be up to twenty A5 pages in length and is submitted in the Slovak language; it includes a list of published works related to the topic of the doctoral thesis and their responses, a list of literature used and a summary in a foreign language, usually in English. The first and second pages of the abstract must be edited according to the internal regulations of the Faculty, published on the Faculty's website.
  - 5) The self- report shall be sent at the latest two weeks before the date of the doctoral thesis defence to: the opponents, members of the examination committee and the Board of specialists, and other persons or institutions that may be interested in the subject under examination. A list of such persons is determined by the Board of specialists. The Faculty arranges the distribution of the self-report.

### **Art. 33**

#### **Essentials of the doctoral thesis**

- 1) Basic essentials that the doctoral thesis thesis has to meet, the method of its submission, controls of originality, archiving and accessing are stipulated by a special internal regulation of CU.<sup>86</sup>
- 2) A doctoral student submits the doctoral thesis for defence in the Slovak language. With the consent of the Dean and the chairman of the board of specialists, he/she may also submit the doctoral thesis in a language other than Slovak. In this case, the abstract in the Slovak language comprises an essential part of the doctoral thesis.

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<sup>86</sup> Internal Regulation No. 12/2013 Rector's Directives on essentials of final thesis

- 3) A doctoral student may also submit as a doctoral thesis his/her own published work or a set of his/her own published scientific papers, the content of which elaborates on the topic of the doctoral thesis. If the doctoral student submits a set of his/her own publications, he/she shall supplement it with a detailed introduction in which he/she explains the current state of the issue, the objectives of the doctoral thesis, his/her own contribution to the topics addressed, and the conclusions that have been drawn from the doctoral thesis topic. If the enclosed publications are the work of several authors, the doctoral student shall also enclose a declaration of the co-authors of his/her authorship.
- 4) If the doctoral thesis constitutes part of a collective work, the doctoral candidate shall present his/her own results and, in the discussion, put them in context with the results of the other members of the collective.

#### **Art. 34**

#### **Preparation of the dissertation defence**

- 1) After receiving the application for permission to defend the doctoral thesis, the Dean shall immediately forward the doctoral student's application together with the doctoral thesis to the chair of the Board of specialists. Within 15 days, the chair of the Board of specialists shall state whether the doctoral thesis meets in level and form the requirements for a doctoral thesis and whether he/she recommends it for defence. If the opinion of the chair of the Board of specialists is positive, the Board of specialists proposes to the Dean the examination committee members for the defence of the doctoral thesis and three opponents of the doctoral thesis. If the opinion of the chair of the Board of specialists is negative, the Board of specialists reviews the fulfilment of the requirements for the level and form of the doctoral thesis.
- 2) If the chairperson of the Board of specialists or the Board of specialists finds that the doctoral student's application for permission to defend the doctoral thesis or the doctoral thesis does not meet the prescribed content and formal requirements, it shall invite the doctoral student to remedy the deficiencies within a given deadline.
- 3) The doctoral student may withdraw the submitted doctoral thesis and the application for permission to defend it no later than the time of publication of the announcement of the defence of the doctoral thesis pursuant to par. 11. The Dean decides on the further course of action as well as on the resolution of any disputed issues on the proposal of the Board of specialists.
- 4) The defence of the doctoral thesis takes place before the examination committee for the state examinations. The right to examine at the doctoral thesis defence shall be vested in university teachers acting as professors and associate professors and other experts approved by the Faculty's Scientific Council.<sup>87</sup> The chairperson and members of the examination committee are appointed by the Dean on the proposal of the Board of specialists.
- 5) If a doctoral student has applied for a doctoral thesis topic announced by an external educational institution, the defence of the doctoral thesis shall take place before an examination committee with parity representation of members of the university

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<sup>87</sup> § 63 (3) of Higher Education Act

designated in accordance with par. 4 and members designated by an external teaching institution. The examination committee shall have at least four members.<sup>88</sup>

- 6) The opponent of the doctoral thesis may be a member of the examination committee, if he/she is a person authorized to examine at the state exam and was appointed by the Dean on the proposal of the Board of specialists as a member of the examination committee. If the opponent is not a member of the examination committee, he/she is invited to the defence of the doctoral thesis and has the right to comment on its assessment.
- 7) The supervisor may not be a member of the examination committee. The supervisor is invited to the defence of the doctoral thesis and has the right to comment on its assessment.
- 8) After receiving all opinions from the opponents of the doctoral thesis, the Dean submits the application of the doctoral student for the defence of the doctoral thesis without undue delay together with all requirements, including the opinions of the opponents and the supervisor, to the chairperson of the examination committee.
- 9) Within 15 days after receiving the materials under the preceding paragraph, the chair of the examination committee shall propose to the Dean the time and place of the doctoral thesis defence. The place and time of the doctoral thesis defence is determined by the Dean.
- 10) The Dean invites in writing the members of the examination committee, the opponents, the supervisor and the doctoral student to the doctoral thesis defence.
- 11) The Faculty publishes a notice on the Faculty's website and on the Faculty's official notice board at least 14 days before the date set for the doctoral thesis defence, stating the time and place of the doctoral thesis defence, including information on where and how interested persons can get acquainted with the doctoral thesis.
- 12) Before the defence of the doctoral thesis, anyone may submit to the chairperson of the examination committee suggestions, comments or statements on the doctoral thesis. The doctoral candidate shall take a position on the suggestions, comments or statements submitted during the doctoral thesis defence.

### **Art. 35**

#### **Doctoral thesis opponents and their opinions**

- 1) The Dean appoints the opponents on the proposal of the Board of specialists. Opponents are selected from among the experts in the field of doctoral study. No more than one opponent may be selected from the Faculty or external teaching institution where the training workplace is located; the provision of par. 3 shall not be affected.
- 2) The doctoral thesis is assessed by three opponents. At least one opponent must hold the scientific and pedagogical title of professor, the scientific rank of doctor of sciences or have acknowledged scientific qualification level I. Other opponents may be persons who meet the qualification level requirements for a member of the Board of specialists according to Art. 24(2).

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<sup>88</sup> § 54 (13) of Higher Education Act

- 3) A close person<sup>89</sup> of a doctoral candidate may not be an opponent of the doctoral thesis. There can be at most one opponent from the training workplace or the supervisor's workplace.
- 4) The Dean sends the doctoral thesis to the opponents together with a request for working out the opinion.
- 5) The opponent shall submit his/her written opinion to the Dean and return the doctoral thesis no later than 30 days after receiving it. If the opponent is unable to provide an opinion, he/she shall notify the Dean without undue delay. If the opponent does not return his/her opinion within the time limit referred to in the first sentence, the Dean shall appoint a new opponent.
- 6) The opponent's opinion shall contain an objective and critical analysis of the merits and shortcomings of the submitted doctoral thesis, shall be concise and shall not repeat its content. In particular, the opponent comments on
  - a) topicality of the chosen topic,
  - b) chosen methods of treatment,
  - c) results achieved, indicating what new knowledge the doctoral thesis brings,
  - d) its contribution to further development of science, technology or arts,
  - e) whether the doctoral thesis has fulfilled its stated aim.
- 7) The opponent evaluates the doctoral thesis according to the current state of the scientific discipline covered by the doctoral study at the time when the doctoral student submitted the application for the permission to defend it. At the end of the written opinion, the opponent proposes on whether he/she recommends the doctoral thesis for defence and proposes the degree classification passed or failed.
- 8) The chairperson of the examination committee shall check the compliance of the opponent's opinion with the requirements pursuant to par. 6 and 7. If the opponent's opinion does not meet the above conditions, the Dean, on the proposal of the chair of the examination committee, returns it to the opponent for completion or revision. At the same time, he/she sets a deadline for resubmission, which shall not exceed 15 days. If the opponent fails to submit his/her report within the time limit set and fails to do so even five days after receiving the appeal, the Dean shall appoint a new opponent.

### **Art. 36**

#### **Defence of the doctoral thesis**

- 1) The doctoral studies are completed by the successful defence of the doctoral thesis. The defence of the doctoral thesis shall demonstrate the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical and creative artistic activity.<sup>90</sup>
- 2) The doctoral thesis defence may also take place at a foreign higher education institution on the basis of agreement on joint dissertation defence concluded between CU and foreign higher education institution, whereby the doctoral thesis defence committee is

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<sup>89</sup> § 116 of the Act No. 40/1964 Coll. Civil Code, as amended

<sup>90</sup> 54 (14) of Higher Education Act

usually composed of members from the Slovak side and members appointed by the foreign university in parity.<sup>91</sup>

- 3) The doctoral thesis defence may only take place in the presence of at least two thirds of all members of the examination committee and at least two opponents of the doctoral thesis. If for serious reasons one of the three opponents of the doctoral thesis cannot attend the defence of the doctoral thesis and in his/her report proposes a pass grade, the defence may be held without his/her presence. The opinion of the absent opponent shall be read in full wording at the doctoral thesis defence.
- 4) The course of the doctoral thesis defence and the announcement of its results are public.
- 5) If it is unnecessary for the course of the doctoral thesis defence to inform the supervisor, the opponent or the examination committee of data, the disclosure of which is excluded in the dissertation, in particular because it is a trade secret of a third party, a classified fact or a personal data, the doctoral student may, subject to compliance with the conditions pursuant to special regulations, include these data in special non-public documentation, which is not a part of the dissertation and which is intended exclusively for the supervisor, the opponent and the examination committee.
- 6) In exceptional cases, when the content of the doctoral thesis could endanger trade secret of a third party, confidential information or personal data, it is essential to inform the supervisor, the opponent or the examination committee, the doctoral student may, in compliance with the conditions according to special regulations, state these data in a special non-public documentation, which is not a part of the doctoral thesis and which is intended exclusively for the supervisor, the opponent and the examination committee.<sup>92</sup>
- 7) Doctoral thesis defence procedure:
  - a) the chair of the examination committee gives a brief curriculum vitae of the doctoral candidate, announce the topic of the doctoral thesis, essential information from the supervisor's report, a summary of the doctoral candidate's scientific or artistic works and the responses to them,
  - b) the doctoral candidate shall briefly state the essential content of his/her doctoral thesis, its conception, results and contribution,
  - c) the opponents of the doctoral thesis shall present the essential content of their opinions; in the absence of the opponent, the chair of the examination committee or a member of the examination committee authorised by him/her shall read his/her opinion in its entirety,
  - d) the doctoral student takes a position on the opinions of the opponents of the doctoral thesis, in particular comment on all suggestions and comments and answer their questions,
  - e) the chair of the examination committee informs the participants in the defence of any further suggestions, comments or observations and open a discussion in which all participants in the defence may take part; the discussion shall verify the correctness, validity, scientific or artistic originality and relevance of the knowledge contained in the thesis,

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<sup>91</sup> § 54 (19) and (20) of Higher Education Act

<sup>92</sup> § 62a o(2) of Higher Education Act

- f) the doctoral candidate shall answer all questions during the discussion and take a position on all suggestions and comments made by the participants in the doctoral thesis defence.
- 8) The decision of the examination committee on the result of the doctoral thesis defence takes place at a closed meeting of the examination committee in the presence of the doctoral thesis opponents and the supervisor. At the closed session, the course of the defence and the possibility of using the results of the doctoral thesis in practice is assessed.
  - 9) Examination committee has a quorum if at least two-thirds of all members of examination committee are present, including the chairperson of the examination committee.
  - 10) The doctoral thesis defence is assessed by the classification grade passed or failed. The overall result of the duly completed doctoral studies is graded as passed.
  - 11) Minutes about the defence of the doctoral thesis and its results are drawn up. Minutes of the defence are signed by the chairperson, the members of the examination committee present at the doctoral thesis defence and the supervisor.
  - 12) A doctoral student whose defence of the doctoral thesis was assessed failed, or his/her unexpected absence at the defence was assessed fail, may apply for permission to defend his/her thesis in the same study programme no sooner than within one year after the date on which the defence of his/her doctoral thesis took place or was due to take place. The doctoral thesis defence may be repeated only once.
  - 13) A repeated failure at the defence of doctoral thesis will result in expelling from studies pursuant to section 66 (1) (c) of the Higher Education Act.
  - 14) Graduates of doctoral studies in the field of Catholic theology are awarded the academic degree of "doctor" ("philosophiae doctor", abbreviated "PhD").<sup>93</sup> The conferral of the academic degree of "Doctor" in Catholic theology is linked to the candidate's profession of faith before the Grand Chancellor or the Ordinary.

### **Art. 37**

#### **Interruption of doctoral studies**

- 1) The interruption of doctoral study is stipulated by provisions of Art. 20.
- 2) The supervisor comments on the request to interrupt the doctoral student's studies.
- 3) The interruption of the studies of a doctoral student who has applied for a doctoral thesis topic offered by an external educational institution is approved by the Dean after the affirmative opinion of the director (statutory representative) of the external educational institution.<sup>94</sup>
- 4) During the interruption of the doctoral student's studies, the performance of the doctoral supervisor's duties is also interrupted.

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<sup>93</sup> 54 (16) of Higher Education Act

<sup>94</sup> § 64 (3) of Higher Education Act

**PART FOUR**  
**PROCEEDINGS CONCERNING ACADEMIC RIGHTS AND OBLIGATIONS**

**Art. 38**

**Commencement of proceedings concerning the academic rights and obligations of students**

- 1) In accordance with the Higher Education Act, the bodies of the academic self-government of the Faculty have the right to decide on behalf of Comenius University in matters concerning academic rights and obligations of students enrolled for studies according to study programmes carried out at the Faculty.<sup>95</sup>
- 2) Proceedings concerning academic rights and obligations of students are meant to be administrative proceedings. Act No. 71/1967 Coll. on administrative proceedings, as amended, does not apply to proceedings and decision-making on academic rights and obligations of students.<sup>96</sup>
- 3) Proceedings concerning expelling from studies for failure to meet the requirements arising from the study programme and the study regulations commence on the date of the issuance of the decision on expelling from studies.
- 4) Proceedings concerning the change of study programme within Comenius University, proceedings concerning the recognition of completed subjects, proceedings concerning the transfer of credits, proceedings concerning the authorisation of interruption of studies and proceedings concerning the change of the form of doctoral studies commence on the date on which the student has submitted a written request for the issue of the relevant decision. The request must contain basic identifying information about the student, the merits of the matter to be decided and the reasons for the request.
- 5) If the request does not contain the necessary information for a decision, the Dean shall invite the student to complete the request or to provide the necessary explanation within a reasonable period of time, but not less than eight days. If the student fails to complete the application within the time limit, the Dean shall reject it.

**Art. 39**

**Particulars of the decision and its delivery**

- 1) The Dean shall issue a decision in proceedings under Art. 38(4) within 30 days of receipt of a complete application. This time limit does not include the time during which the student has been allowed to complete the application or to submit the necessary explanation pursuant to Art. 38(5). If the Dean does not make a decision within the 30-day period, the student may request that the Rector declare the Dean's obligation to act and decide on the matter.
- 2) Decisions in proceedings concerning academic rights and obligations of students must be in writing, must contain a statement with reference to the relevant provision of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the Faculty, a statement of reasons based on the established facts and an instruction on the appeal.

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<sup>95</sup> § 23 (1) c) and § 55 (9) of Higher Education Act

<sup>96</sup> § 108 (1) of Higher Education Act

- 3) A decision in proceedings concerning academic rights and obligations of students is delivered in paper form to the student in his/her own hands at the Faculty or at any other place where he/she can be reached, with an acknowledgement of receipt; this is without prejudice to the Faculty's obligation to deliver the decision to an electronic mailbox pursuant to a special regulation on the electronic form of exercise of public authority. If such delivery is not possible,
  - a) decision in the proceedings pursuant to Art. 38(3) is delivered by the postal company to the address provided by the student for such purpose to the Faculty<sup>97</sup>, as a registered mail, returned receipt requested,
  - b) decision in proceedings pursuant to Art 38(4) is delivered as a registered mail, returned receipt requested,
- 4) The effect of delivery of a decision in proceedings relating to academic rights and obligations of students under par. (3) take effect on the date
  - a) when the decision was delivered to the student or to a person with notarized authorization issued for this purpose,
  - b) when undelivered written communication was returned to the faculty, even if the student didn't learn of its delivery,
  - c) when the student refused to accept written communication.

#### **Art. 40**

##### **Request for a review of a decision to expel a student from studies**

- 1) A student may submit a request to review a decision to expel him/her from studies. The request shall be submitted to the Dean who issued the decision within eight days of the date of receipt of the decision. A timely filed request has suspensive effect.
- 2) The request to review a decision to expel from studies must contain identification of the student submitting the request, the decision to be reviewed, the proposal as to how to decide on the matter with reasoning. The student is obliged to provide documents and information that prove his/her allegations. The request cannot be directed solely against the reasoning without contesting the verdict of the decision.
- 3) Upon receipt of a request for a review of a decision to expel from studies, the Dean examines whether the requirements pursuant to subsection (2) have been fulfilled. If the application does not comply with the prescribed requirements, the Dean invites the student to complete the request and shall allow the student a reasonable period of time, but not less than eight days, to complete the request. If the request is submitted after the time limit referred to in par. 1 has expired or the student fails to complete the request within the time limit, the Dean shall reject it.
- 4) The dean may comply with the request if he/she finds that the decision was issued in violation of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the Faculty. Otherwise, he/she shall forward the request within 15 days from its delivery to the Rector, together with the attached file material and a written opinion on the applicant's comments and objections.
- 5) The Dean's written opinion shall contain the comprehensive results of the proceedings to date, in particular details of all the actions taken, an opinion on the timeliness of the

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<sup>97</sup> § 71 (3) c) of Higher Education Act

request and on compliance with the prescribed formalities of the request. In the report, the Dean states his/her opinion on all objections raised by the applicant, together with the relevant evidence, as well as his/her opinion concerning the completeness and correctness of the established facts of the case and the legal opinion on which the contested decision is based.

- 6) The Rector shall amend or annul the decision if it was made in contravention of a generally binding legal regulation, an internal regulation of Comenius University or an internal regulation of the Faculty. Otherwise, he/she shall reject the application and confirm the original decision.
- 7) If the Rector annuls the decision on the grounds that the facts of the case have not been sufficiently established, he/she may, according to the circumstances of the case, return the case to the Dean for further proceedings and a decision; the Dean is bound by the Rector's legal opinion.
- 8) The Rector shall issue a decision no later than 30 days from delivery of the request for review of the decision to expel from studies to the Faculty. In more complex cases, the Rector shall make a decision not later than within 60 days. The Rector sends a written notice to both the student and the Dean of the extension of the time limit.
- 9) The content of the Rector's decision on the request for review of a decision to expel a student from studies is set out in Annex 3 of the CU Study Regulations. A model of the Rector's decision in the matter of a request for review of a decision to expel a student from studies is set out in Annex 5 of the CU Study Regulations.
- 10) The provisions of Art. 39(3) and (4) apply to deliveries of Rector's decisions.
- 11) The Rector's decision is final and cannot be appealed. The Rector shall notify the Dean without undue delay of his/her decision and shall return the entire file material of the student together with the return receipt confirming delivery of the decision to the student.
- 12) If the Dean grants the request pursuant to par. 2, or if the Rector reverses or annuls the decision pursuant to par. 4, the academic governance bodies of the Faculty or the University shall take such measures, if necessary, to ensure that student's academic rights are restored and the consequences caused by the erroneous decision are eliminated or mitigated.

#### **Art. 41**

#### **Validity of the decision**

- 1) A decision in a proceeding concerning academic rights and obligations of students, which cannot be appealed against, enters into force on the date of its delivery pursuant to Art. 39(3) and (4).
- 2) A decision on expelling from studies against which the student has not submitted a request for a review of the decision becomes effective on the expiry of the eight-day period referred to in Art. 40(1).
- 3) A decision on expelling from studies against which the student has submitted a request for a review of the decision and the Rector has upheld the original decision enters into force on the date of delivery of the Rector's decision in accordance with the provisions of Art. 39(3) and (4).

- 4) The Rector's decision on a request for review of a decision to expel a student from studies becomes effective on the date of its delivery to the student in accordance with the provisions of Art. 39(3) and (4).

## **PART FIVE GENERAL, TRANSITIONAL AND FINAL PROVISIONS**

### **Art. 42**

#### **General provisions**

- 1) The provisions of Art. 2(1), Art. 6 and Art. 22 of the CU Study Regulations apply to theological faculties appropriately.<sup>98</sup>
- 2) A student participating in practical training and practice falls under the general regulations on safety and health protection at work and women's working conditions.<sup>99</sup>
- 3) Unless otherwise provided for in these Study Regulations, documents are delivered to the student in paper form to the student's address stated in the CU Central Database of Persons or in electronic form to the student's electronic mail address assigned by CU or a Faculty of CU.

### **Art. 43**

#### **Relaxation of the severity of the study regulations**

The Dean may, in cases worthy of special consideration, on the basis of a written request from a student

- a) grant an exception from the terms of the faculty study schedule,
- b) grant an exception from the control stages of studies,
- c) grant an exception to the maximum length of interruption of studies,
- d) allow an interruption of study if the student has not met the requirements of a control stage of study or
- e) excuse a missed deadline under these Regulations.

### **Art. 44**

#### **Conflict provisions**

- 1) The rules governing the study of inter-faculty study programmes are governed by the study regulations of the Faculty at which the student is enrolled for studies according to the study programme, with the exception of the rules governing the assessment of learning outcomes (Art. 11) and the rules governing examinations (Art. 12), which are governed by the provisions of the study regulations of the faculty which provides the teaching of the relevant subject. If a faculty does not have its own study regulations, the rules for the assessment of learning outcomes and the rules for examinations are governed by the CU Study Regulations.
- 2) If a student of another faculty enrolls in a subject at a faculty which has issued its own study regulations, the rules governing the assessment of learning outcomes (Art. 11) and

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<sup>98</sup> § 34 (2) of Higher Education Act

<sup>99</sup> Act No. 311/2001 Coll. Labour Code, as amended

the rules governing the examination (Art. 12) are governed by the provisions of the study regulations of the faculty which provides the teaching of the subject in question. If a faculty does not have its own study regulations, the rules governing the assessment of learning outcomes and the rules governing examinations are governed by the CU Study Regulations.

- 3) If a student of another faculty enrolls in a subject at the faculty, the teaching of the subject and the assessment of the learning outcomes in the course of study of the subject are governed by the faculty study schedule of the faculty which provides the teaching of the subject in question.

#### **Art. 45**

#### **Transitional and final provisions**

- 1) The studies of students in all study cycles commenced before the date of entry into force of these Study Regulations are completed in accordance with these Study Regulations.
- 2) A study report (index) which has been issued as a proof of study pursuant to the Faculty's Study Regulations in force until 31 August 2020 ceases to be valid on 1 September 2020.
- 3) The conditions of admission to study determined pursuant to Section 57 (5) of the Higher Education Act for the academic year 2020/2021 remain in accordance with the CU Study Regulations and the Study Regulations of the Faculty in force until 31 August 2020.
- 4) The rules of the admission procedure, including the admission procedure for the transfer of a student from another higher education institution, are regulated by a special internal regulation of CU and the Faculty.
- 5) The annexes to these Study Regulations are:  
Annex No. 1 Minimum numbers of credits in the control stages of study  
Annex No. 2 General rules for enrolment, assessment and registration of study results at FRCTH CU
- 6) On the date of entry into force of these Study Regulations, Internal Regulation No. 1/2016 Study Regulations of Comenius University in Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius, as amended by Internal Regulation No. 1/2017, Appendix No. 1, is repealed.
- 7) These Study Regulations of the Faculty enter into force on the date of their approval by the Academic Senate of Comenius University in Bratislava and come into force on 1 September 2020.

**Mgr. Gašpar Fronc**

President of the Academic Senate  
of FRCTH CU

**prof. PhDr. Zlatica Plašienková, PhD.**

President of the Academic Senate  
of Comenius University Bratislava

**ThDr. Ing. Vladimír Thurzo, PhD.**

Dean  
of FRCTH CU

**prof. JUDr. Marek Števček, PhD.**

Rector  
of Comenius University Bratislava

Annex No. 1 to Internal Regulation No. 1/2020 approved by the AS of CU

**Minimum number of credits in the control stages of full-time studies**

A. Bachelor's study programmes with a standard length of study of three years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	180 credits

B. Bachelor's study programmes with a standard length of study of four years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	200 credits
at the end of the sixth year of study	240 credits

C. Master's degree programmes with a standard length of study of one year

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	40 credits
at the end of the third year of study	60 credits

D. Master's degree programmes with a standard length of study of two years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	100 credits
at the end of the fourth year of study	120 credits

E. Master's degree programmes with a standard length of study of three years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	180 credits

F. Study programmes pursuant to Section 53(3) of the Higher Education Act with a standard length of study of five years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	80 credits
at the end of the third year of study	120 credits
at the end of the fourth year of study	160 credits
at the end of the fifth year of study	200 credits
at the end of the sixth year of study	240 credits
at the end of the seventh year of study	300 credits

G. Study programmes pursuant to Section 53(3) of the Higher Education Act with a standard length of study of six years and doctoral study programmes with a standard length of study of six years

<b>Control stage of study</b>	<b>Number of credits</b>
at the end of the first semester	15 credits
at the end of the first year of study	40 credits
at the end of the second year of study	90 credits
at the end of the third year of study	135 credits
at the end of the fourth year of study	180 credits
at the end of the fifth year of study	225 credits
at the end of the sixth year of study	270 credits
at the end of the seventh year of study	315 credits
at the end of the eighth year of study	360 credits

**General rules for enrolment in studies, for assessment and registration of study results at FRCTH CU**

**Art. 1**

**Details of enrolment in studies and enrolment in the next part of studies**

- 1) Enrolment in studies and enrolment in the next part of studies is administratively provided by the Study Department or the Doctoral Studies Office.
- 2) Enrolment for studies is carried out by
  - a) entering student's data into the academic information system (in particular the student's personal data, data on the student's ID card, consent to the provision of the student's personal data to third parties),
  - b) specifying the subjects that the student wants to study in the forthcoming period of study (academic year or semester); the student shall enter these data in the enrolment form in the academic information system,
  - c) confirming the enrolment in the academic information system and signing the Protocol on the study plan,
  - d) handing over the student's identification card; this act is the final part of the enrolment process and is carried out after the successful completion of the previous acts.
- 3) Enrolment in studies is recorded in the academic information system and on study certificates on the date of enrolment in studies. If the enrolment for studies takes place before the beginning of the academic year in which the studies of the applicant admitted for studies are to begin, the beginning of the studies is recorded as of 1 September in accordance with Section 69(2) of the Higher Education Act.
- 4) Enrolment in the next part of studies is carried out by
  - a) completing the previous part of the study in accordance with the rules and conditions for creating study plans of the relevant study programme,
  - b) checking and entering changes to the student's data in the academic information system (in particular the student's personal data, student ID card data, consent to the provision of the student's personal data to third parties),
  - c) specifying the subjects that the student wants to study in the forthcoming period of study (academic year or semester); the student shall enter these data in the enrolment form in the academic information system,
  - d) confirming the enrolment in the academic information system and signing the Protocol on the study plan,
  - e) renewal of the validity of the student's ID card with a prolongation mark; this act is the final part of the enrolment process and is carried out after the successful completion of the previous acts.
- 5) Enrolment to the next part of studies or re-enrolment is recorded in the academic information system and on the study certificates on the date of enrolment in the next part of studies.

- 6) Student has the right to make adjustments to his/her study plan (cancel or change enrolled subjects) by the end of the second week of the teaching part of each semester, without giving any reason. Modification of the study plan is made by confirming the modified enrolment sheet in the academic information system and signing the Protocol on the change of the study plan.
- 7) Student may be represented by a person authorised by him/her in writing at the Study Department for the purposes of the actions to be carried out in person during enrolment in studies or enrolment in the next part of studies.
- 8) Student is immediately obliged to validate his/her student card at the university terminal immediately after enrolment in studies or enrolment in a next part of studies.

## **Art. 2**

### **Details of the assessment and registration of study results**

- 1) Responsibilities of the Study Department:
  - a) archive the Subject Assessment Report signed by respective lecturers,
  - b) after the end of the examination period of the summer semester, print out the Statement of Completion of Study Obligations from the academic information system and carry out a check of the study results; after the winter semester, a check of the study results is carried out only for students in their first year of study; a check of the completion of the retaken subject is carried out after the last possible date of assessment or after the end of the examination period of the semester in question.
- 2) Responsibilities of the department:
  - a) supply and update to the Department of studies a list of full-time and part-time lecturers and their signature specimens,
  - b) archive students' written work which forms part of the subject assessment in accordance with the University's Registration Regulations and the University's Registration Plan for a period of three years,
  - c) the Head of department shall ensure immediate remedy and adopt measures for removal of shortcomings after the Study Department finds out and notify the head about the missing or incorrect data discovered during the study results check.
- 3) Status and role of the teacher:
  - a) The teacher may require a student to present a student ID card at a midterm assessment or examination.
  - b) If the student's assessment includes a written form of assessment, the teacher is obliged to publish the results of the interim assessment or the results of the written form of the examination at a previously agreed date and in an agreed manner, provided that the provisions of generally binding legislation on the protection of personal data are complied with. The names of students and the results of the assessment are published only with their written consent. Otherwise, the teacher will use the codes assigned to them.
  - c) The teacher shall enter results of the assessment into the academic information system no later than three working days after the award of the assessment or the written form of the examination.

- d) The teacher shall print out, sign and submit to the Study Department Subject Assessment Report after the last student has completed the examination, no later than the following working day after completion of the examination period.
- 4) The student has the right not to accept the assessment at the examination date in accordance with Art. 12(9). The student shall announce the teacher of the non-acceptance of the assessment immediately after the publication of the assessment of the last part of the examination. If the examination has been given in written form pursuant to par. 3(b), the student shall notify the teacher in writing by e-mail no later than 48 hours after the publication of the results of the written part of the examination. Immediately after the non-acceptance of the assessment, the teacher shall enter an FX mark in the academic information system as the mark for the relevant examination period.
- 5) Student Responsibilities:
  - a) The student is obliged to have his/her student ID card on the day of the midterm evaluation or examination and shall present it to the teacher upon request; if the student fails to present the student ID card upon request, the teacher shall not examine the student or conduct the midterm assessment,
  - b) after completing the last study obligation of the semester or academic year, but at the latest by the end of the examination period, the student shall check the correctness and completeness of the assessments entered in the academic information system; if the student discovers discrepancy or missing data during the check, he/she shall immediately notify the teacher of the of the given subject,
  - c) confirm by signature the correctness and completeness of the data in the Report on the fulfilment of study obligations in the academic year in question.
- 6) After completion of the examination period, the subject which the student enrolled and there is no record on its assessment is deemed to have been failed, the Study department shall enter FX in the academic information system; this applies also to the subject modified in Learning Agreement within duly approved academic mobility of outgoing student.