

## **CODE OF STUDIES**

### **TRNAVA UNIVERSITY IN TRNAVA**

**27 JUNE 2013**

**published on the official notice board of Trnava University in Trnava on 9 July 2013**

The Academic Senate of Trnava University in Trnava (hereinafter only ‘Academic Senate of the University’) according to Section 9, paragraph 1, letter b) of Act No. 131/2002 Coll. on Higher Education and on changes and supplements to some acts as amended (hereinafter only “Act”) resolved on this Code of Studies of Trnava University in Trnava on 27 June 2013.

## **PART ONE**

### **BASIC PROVISIONS**

#### **Article 1**

##### **Introductory Provisions**

The Code of Studies of Trnava University in Trnava (hereinafter only ‘University’) defines basic conditions for the admission to the study and study regulations for the study programmes carried out at the University as well as at the faculties of the University (hereinafter only ‘faculty’).

#### **Article 2**

##### **Higher Education and Its Levels**

- (1) The University provides education within the accredited study programmes under the study plans compiled in accordance with the rules of the study programmes. Part of the study is the final thesis and its defence, which together constitute one course; the final thesis defence belongs to the final state examinations.
- (2) Upon the successful completion of study in the study programme, the student receives education in the study field or in a combination of study fields.
- (3) The study programme is a set of courses consisting of educational activities, such as mainly a lecture, a seminar, a practice, a final work, a project work, a laboratory work,

a study internship, a field trip, a professional experience, the final state examination and their combinations, and a set of rules compiled the way that, while maintaining those rules, the successful accomplishment of these educational activities enables to achieve higher education.

- (4) The study programme can be studied in the following levels:
  - a) study programme of the first level is the Bachelor's study programme,
  - b) study programme of the second level is the Master's study programme,
  - c) study programme of the third level is the doctoral's (PhD) study programme.
- (5) In the case allowed by the Ministry of Education, Science, Research and Sport of the Slovak republic (hereinafter only "Ministry"), the Bachelor's study programme and the Master's study programme are connected together in one unit.
- (6) The Bachelor's study programme as the first level study programme (hereinafter only 'Bachelor's study') is focused on the acquisition of theoretical and practical knowledge based on the present state of science or art. Professionally oriented Bachelor's study programmes are focused on mastering the use of this knowledge in occupation. Academically oriented Bachelor's study programmes are focused on the continuation of study in the second level of higher education. The final paper in the Bachelor's study programme is the Bachelor's thesis. The Bachelor's study graduates acquire the first level of higher education.
- (7) The standard length of study for the Bachelor's study including professional experience is as follows:
  - a) A minimum of three and a maximum of four academic years in a full-time form of study
  - b) A minimum of three and a maximum of five academic years in a part-time form of study

The number of credits necessary for a due completion of study at the Bachelor's study, with the standard length of study, is a minimum of 180 credits.

- (8) The Master's study second level programme (hereinafter only 'Master's study') is focused on the acquisition of theoretical and practical knowledge based on the present state of science, technology or art and on the development of the ability to apply the acquired knowledge in occupation or in the continuation of higher education study in line with the doctoral's (PhD.) study programme. The final thesis in the Master's study programme or, in line with the united first and second level study programme, is the Master's thesis. The Master's study programme graduates acquire the second level of higher education.
- (9) The standard length of study for the Master's study including a professional experience is:
  - a) a minimum of one and a maximum of three academic years in a full-time form of study,
  - b) a minimum of two and a maximum of four academic years in a part-time form of study

The number of credits necessary for a due completion of study at the second level, with the standard length of study, is a minimum of 60 credits.

- (10) Study programme graduates who acquired an academic degree 'Master' or similar study programmes graduates at universities abroad, may apply for the rigorous examination whose part is also its defence in the study programme in which they acquired higher education, or in related fields of study.

- (11) The doctoral's (PhD.) study programme (hereinafter only 'PhD. study'), as the third level study programme, is focused on the acquisition of knowledge based on the present state of scientific and artistic knowledge and especially on the student's own contribution to it, what is the result of the scientific research and individual creative activities in the field of science and technology or their own theoretical and creative activities in the field of art. The PhD. study graduates acquire the third level of higher education.
- (12) The standard length of study for the PhD. study is:
- a) Three or four academic years in a full-time form of study; the number of credits necessary for a due completion of study for the PhD. study in a full-time form with the standard length of study of:
    1. three academic years - 180 credits,
    2. four academic years – 240 credits.
  - b) Four or five academic years in a part-time form of study; the number of credits necessary for a due completion of study for the PhD. study with the standard length of:
    1. four academic years – 180 credits,
    2. five academic years – 240 credits.
- (13) The final thesis in the PhD. study is the dissertation thesis.
- (14) Each study programme has its guarantor who is a university teacher holding a position of a professor or associate professor (docent) in the respective or similar study programme depending on the level of higher education which is carried out under the study programme. The guarantor is appointed by the Rector or the Dean of the faculty (hereinafter only 'Dean') if the study programme is carried out at the faculty.

### **Article 13**

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

- (1) The study programme at the University can be realized in a full-time or a part-time form of study.
- (2) A full-time form of study is organized the way so that the study under the recommended curriculum corresponds, according to the study programme in terms of the time-consuming work of students, to the range of 1500 to 1800 hours per academic year, including individual study and individual creative activities.
- (3) A part-time form of study is organized so that the study under the recommended curriculum corresponds, according to the study programme in terms of the time-consuming work of students, to the range of 750 to 1,440 hours per academic year, including individual study and individual creative activities.
- (4) Educational activities under the Article 2, paragraph (3) can be carried out by:
- a) attendance method,
  - b) distance learning, or
  - c) combined method.

- (5) The attendance study method represents education in a direct contact between the teacher and the student.
- (6) The distance learning substitutes a direct contact between the teacher and the student by communication means, predominantly means based on the usage of computer networks.
- (7) The same methods of the study programme performance are used in both a full-time and a part-time forms of study. If the realization of the same methods is not possible, any essential differences in the study programme performance in a full-time or a part-time form of study shall not have a negative influence upon the education achievements.

#### **Article 4**

##### **Academic Year and Its Organization**

- (1) The academic year commences on 1 September of the current year and terminates on 31 August of the following year.
- (2) The academic year at the University or the faculty is divided into winter semester and summer semester. Each semester consists of the teaching period and the examination period. The teaching period lasts in the range of a minimum of 12 and a maximum of 14 weeks. The examination period lasts a minimum of 5 weeks.
- (3) The Bachelor's and the Master's study commences at the beginning of the first semester of the academic year. The PhD. study can commence even at the beginning of the second semester of the academic year.
- (4) The study of a study programme is divided into particular periods of the study the way so that it was possible to carry out a continuous control of study and the enrolment for the following period of study. The period of study is represented by the semester or its integer multiples. The periods of study for both forms of study under this Code of Study are stipulated in the particular study programmes.
- (5) The framework time schedule of the academic year is appointed by the Dean of the faculty no later than on 30 May of the current year.

**PART TWO**  
**STUDY IN BACHELOR'S, MASTER'S AND DOCTORAL'S**  
**STUDY PROGRAMME**

**Article 5**

**Admission to Study**

- (1) The basic admission requirement to the Bachelor's study or the study of the programme according to Section 53, paragraph 3 of the Act is the accomplishment of the secondary education or the secondary vocational education.
- (2) The basic admission requirement to the study programme of the second level under Section 53, paragraph 1 of the Act, is the first or the second level of higher education, while the total number of credits acquired for the previous higher education study which resulted in higher education, and the number of credits necessary for a due completion of the study programme of the second level for which the applicant applies, shall be a minimum of 300 credits.
- (3) The basic admission requirement for the doctoral's (PhD.) study is the completion of the second level of higher education.
- (4) The University or the faculty, if the study programme is carried out at the faculty, can determine other requirements for the admission to the study in order to ensure to admit applicants with necessary skills and assumptions. The determined requirements and the way of their verification shall allow the selection of the applicants who demonstrate the highest standard of ability to study.
- (5) The applicant shall prove the achievement of the admission requirements.
- (6) The applicant is obliged to submit a written application to the University or the faculty where the study programme is carried out.
- (7) The Dean decides on the admission to the study programme realized by the faculty. The Rector decides on the admission to the study study programme realized by the University.
- (8) The applicant is entitled to apply the request to review the decision of results on the admission process. The request is submitted to the institute which is responsible for the decision no later than 8 days since the delivery of the decision.
- (9) The requirements and the admission process are regulated by the Code of Studies of the particular faculties.

## **Article 6**

### **Study Enrolment**

- (1) The student is entitled to enrol for the study due to the notice of the decision on the admission to the study.
- (2) The applicant becomes the student the day of enrolment for the study. The enrolment takes place at the University in the date stipulated by the Rector, or at the faculty which realizes the particular study programme in the date stipulated by the Dean in accordance with the framework time schedule.
- (3) Dates, place and mode of enrolment shall be published on the official notice board and on the website of the University or the faculty in advance.
- (4) If the enrolment of the applicant admitted to the study takes place prior to the academic year in which their studies are to commence, the applicant becomes the student since the commencement of that academic year, unless they announce in writing to the faculty that they cancelled the enrolment, no later than on 15 August prior to the commencement of that academic year.
- (5) The applicant's right to enrol for the study is cancelled under paragraph (2) if they do not reply to the University or the faculty if they enrol for the study, they reply negatively, or they do not reply within the stipulated date.
- (6) The right of the applicant, who was admitted conditionally, to enrol for the study is cancelled under paragraph (1) unless they demonstrate the fulfilment of the basic requirements for the admission to the study.
- (7) The student's card is issued to the student after the enrolment process.

## **Article 7**

### **Course of Study**

- (1) The study in study programmes in all the levels of higher education studies is based on the credit system.
- (2) Each academic year the student is entitled to enrol for the courses in accordance with the regulations and rules stipulated by the study programme.
- (3) The course is a one-semester unit. Each course has its code, name and the number of credits.

- (4) Courses belonging to the study programme are divided according to the binding of their accomplishment into:
- a) compulsory courses,
  - b) compulsory elective courses,
  - c) selective courses.
- (5) Compulsory courses are those whose successful accomplishment is a prerequisite for a part of the study or the whole study programme.
- (6) Compulsory elective courses are those for which the prerequisite for a successful completion of a part of the study or the whole study programme is the accomplishment of a set number of these courses or the acquisition of the given number of credits according to the student's decision in the structure stipulated by the study programme.
- (7) Selective courses are other courses in the study programme, or the courses of another study programme or the courses of the study programme of another faculty or university. The student enrolls for them to complete their studies and to acquire the sufficient number of credits in the given period of study.
- (8) The selective course from another study programme can be enrolled for only after the study guarantor's approval.
- (9) Courses included in the study programme are divided according to their sequence as follows:
- A) courses without a sequence,
  - B) courses subject to a successful completion of other courses.
- (10) A standard student's workload in the whole academic year in a full-time form of study is expressed by the number of 60 credits, 30 credits for one semester. A standard student's workload for the whole academic year in a part-time form of study is expressed by the number of 48 credits, depending on the standard length of study of the respective study programme and the number of credits necessary for its due completion.
- (11) The courses for which the student enrolled in accordance with the study programme regulations, constitute the student's study plan based on their time sequence.
- (12) The course grades are recorded in the Modular academic information system (hereinafter only 'MAIS'). The faculty can determine that the course grades shall be published also in the student's grades record card (so called 'index').

## **Article 8**

### **Credits Accumulation and Courses Accomplishment**

- (1) Credits are numeric values allocated to the courses and they express the amount of work necessary for the accomplishment of the stipulated study achievements.
- (2) Each course that was completed, and if it is graded, has the number of credits allocated in the study programme that the student acquires after its successful

accomplishment. The number of credits allocated to the course determines the proportion of the student's work necessary for its accomplishment.

- (3) The student acquires credits for the successful accomplishment of the given course. It is possible to get credits for the respective course only once throughout the study.
- (4) Credits acquired for the course accomplishment are accumulated. One of the conditions for the continuation in study is the acquisition of the necessary number of credits stipulated by the study programme.
- (5) Credits acquired at another university, after acquiring of which no more than 3 years have passed, can be recognized by the Rector or the dean, if the study programme is realized at the faculty, on the grounds of recommendation of the course guarantor and the head of a department.
- (6) The compulsory course enrolled for but not completed successfully can be enrolled for once more during the study. After the second unsuccessful attempt to complete the compulsory course, the student is expelled from higher education studies for non-fulfilling the requirements resulting from the study programme, this Code of Studies and the Act.
- (7) The compulsory elective course enrolled for but not completed successfully can be enrolled for once more during the study, or the student can choose a different compulsory elective course instead. After the second unsuccessful attempt to complete the compulsory elective course, the student is expelled from higher education studies.
- (8) The selective course enrolled for but not completed successfully can be enrolled for once more during the study, or the student can choose a different selective course instead. In case the student has collected the sufficient number of credits they are not obliged to enrol for any selective course.
- (9) The teacher is obliged to publish a detailed syllabus of the course and the conditions of the credits acquisition at the beginning of the semester in the MAIS and they shall not change them throughout the semester.
- (10) Only credits allocated in the same level of study can be acknowledged.
- (11) The student is obliged to request for the acknowledgement of credits by 31 October in the respective academic year unless stipulated otherwise by the University.
- (12) The acknowledgement of credits allocated within the programme Erasmus are regulated by the internal regulations of the University.

## **Article 9**

### **Assessment of Study Achievements**

- (1) The assessment of the student's study achievements within the study is organised mainly by:
  - a) continuous verification of study achievements during the teaching part of the given period of study,

- b) examination for the given period of study,
  - c) combination of a continuous verification and the examination
- (2) The date of the student's study achievements verification is determined by the examiner and it shall be published.
- (3) Students enrol for examinations the way stipulated by the Dean of the faculty.
- (4) Every student is entitled for one ordinary date and two re-sit dates. When re-enrolling for the unsuccessfully accomplished course the student is entitled for one ordinary date and one re-sit.
- (5) The percentage ratio of the continuous and the final assessment shall be published with the syllabus of the course.
- (6) The assessment of learning outcomes is carried out using a grading scheme consisting of the following six grades:
- A – excellent (able achievements) = 1,
  - B – very good (above-average achievements ) = 1.5
  - C – good (average achievements) = 2,
  - D – laudable (acceptable achievements) = 2.5,
  - E – satisfactory (achievements fulfil only the minimum criteria) = 3,
  - FX – unsatisfactory (achievements do not fulfil even the minimum criteria) = 4.
- (7) The grade point average is used for the assessment of the student's overall achievements. It is calculated by summing up multiples of credit assessment and the numeric values under paragraph (6) for all the enrolled courses and the score is divided by the overall number of credits registered by the student for the given period. The courses which the student enrolled for but did not accomplish successfully are graded with the '4' grade within the grade point average. The courses that are not graded are not calculated within the grade point average.

## **Article 10**

### **Suspension of Study**

- (1) The study of the study programme may be suspended by the Rector or the Dean , if the study programme is realized at the faculty, upon the written well-founded justified application of the student.
- (2) The study may be suspended for one semester or its integral multiples. The study may be suspended repeatedly. The student may ask for the suspension of study throughout the whole studies together for a maximum of two years, in case of maternity and parental leave for a maximum of three years.

- (3) The student ceases to be the student of the University the day of the suspension of study and the periods for the accomplishment of the study duties cease to run. After the period of the suspension of study the Rector or the dean decide, if it is necessary, on the inclusion of the student into the respective part of study. If the study programme, in which the student studied, was modified during the period of the suspension of study, the student is obliged to accomplish differential examinations under the study programme.
- (4) The dean does not suspend the study to the student who is executing a part of study at the home university or the university abroad, if this part of study is part of the respective study field of the faculty under its study programme.
- (5) The suspension of study to the doctoral's level student who registered to the dissertation topic published by the external educational institution is allowed, in accordance with paragraph (1), by the dean or the Rector after the consent of the director of the external educational institution.
- (6) The student whose study was suspended becomes the student again after the re-enrolment.

### **PART THREE TERMINATION OF STUDY**

#### **Article 11 Final State Examination**

- (1) Each study programme shall contain the accomplishment of the final state examination or final state examinations in line with the conditions stipulated for its successful completion.
- (2) The final state examination can consist of more parts. The process and the statement of the achievements of the final state examination or its parts are public.
- (3) The final thesis is also a part of the study under each study programme and the final thesis and its defence together constitute one course; the final thesis defence belongs to the final state examinations.
- (4) Only the university teacher holding a position of professor or associate professor (docent) and other experts approved by the Scientific Council are entitled to examine at the final state examinations; in case of the Bachelor's study programmes even the teachers holding a position of professional assistants with the third level of higher education.
- (5) The Rector appoints the chairman and the members of the examination committees out of the persons entitled to examine for the study programmes carried out at the University and the dean does so for the study programmes carried out at the faculty. The examination committee has at least four members. It is possible to appoint more committees for one study programme.
- (6) Parts and particular courses of the final state examination are stipulated by the study programme. The final thesis (Bachelor's, Master's, dissertation thesis) defence belongs to the final state examinations.

- (7) Should the student fail at the final state examination, he is entitled to sit for it again no more than twice. The ordinary and the re-sit dates of the final state examination are determined by the Rector or the dean for the study programmes carried out at the faculty. Every date of the final state examination is published on the official notice board and the website of the University or the faculty at least a month in advance.
- (8) If the student did not sit for the final state examination or if he failed, he is entitled to re-sit for it in the date determined by the faculty (substituting date).
- (9) The student passed the study with honours if each part of the final state examination was accomplished in a due period, whereas its final assessment is graded excellent and the grade point average for the whole study is lower than 1.2.
- (10) One of the conditions for a due completion of study in the doctoral's level is the accomplishment of the dissertation thesis which belongs to the final state examinations, and the final thesis defence. It proves the ability and the readiness for the individual scientific and creative work in the field of science or development, or for the individual theoretic and creative artistic activities.

## **Article 12**

### **Due Completion of Study**

- (1) For a due completion of study in the credit system it is necessary for the student during his studies to:
  - a) accomplish successfully all the compulsory courses and to acquire the stipulated number of credits for the compulsory elective courses,
  - b) acquire the stipulated number of credits determined by the University for the respective level of study, to accomplish successfully the final state examinations stipulated by the study programme and to defend successfully the final thesis which belongs to the final state examinations.
- (2) The study terminates by the accomplishment of the study under the respective study programme. The day of the termination of study is the day when the last condition stipulated for a due completion of study was executed.
- (3) The study under the study programme shall not exceed the standard length of study for more than two years.
- (4) The Bachelor's study graduates are conferred an academic degree 'Bachelor' (abbr. 'Bc' preceding the name).
- (5) The Master's study graduates are conferred an academic degree 'Master' (abbr. 'Mgr.' preceding the name).
- (6) The Master's study graduate can apply for the rigorous examination. After its successful accomplishment and the rigorous thesis defence, he is conferred an academic degree in the respective field of study under the Act.
- (7) The doctoral's study graduates are conferred an academic degree 'doctor' (philosophiae doctor, abbr. 'PhD.' following the name).
- (8) The doctoral's study graduates in the field of study of Catholic Theology are conferred, after the completion of the first part of the doctoral's study, an academic degree "licence in theology" ('theologiae licentiat'us', abbrev. "Thlic."); the university issues the certificate of its conferment. The PhD study programme graduates in these fields of study are conferred an academic degree "philosophiae doctor" (abbrev. "PhD." following the name).

**Article 13**  
**Other Forms of Termination of Study**

- (1) Besides a due completion, the study at the University can be completed by:
- a) withdrawal from the study,
  - b) non-completion of the study under Section 65 (2) of the Act,
  - c) expelling from the study for not meeting the requirements resulting from the study programme
  - d) expelling from the study under Section 72 (2) letter c.) of the Act,
  - e) cancellation of the study programme under Section 78 (2) if the student does not accept an offer to continue in the study in another study programme,
  - f) death of the student.
- (2) The day of completion of study is:
- a) under (1) letter a), a day when the student's written announcement of withdrawal from study was submitted to the University,
  - b) under (1) letter b), the end of the academic year in which the student should have finished higher education,
  - c) under (1) letter c), the day when the decision on expelling from the study comes into force,
  - d) under (1) letter e), when the University announced the cancellation of the study programme.
- (3) If the student does not come to the enrolment until the following period of study or the student does not come to the re-enrolment after the suspension of study, the University appeals the student in writing to come to the enrolment within the period of 10 business days since the delivery of this appeal.
- (4) If the student does not come to the enrolment after the delivery of this appeal and they neither request for the prolongation of this period for health reasons that prevent them from coming to the enrolment, the day until which they should have enrolled for the following period of study or when they should have re-enrolled, is considered the day of leaving the study.
- (5) In case of termination under paragraph (1), letter a) the dean or the Rector issue a list of accomplished study duties upon the student's request; the list shall contain the information that the study was not duly completed and the information on the period of the student's studies at the University.

**PART FOUR**  
**COMMON, TRANSITIONAL AND FINAL PROVISIONS**

**Article 14**  
**Codes of Studies of Faculties**

- (1) The faculty can, in accordance with the Act and this Code of Studies, issue the Code of Studies of the faculty, which determines other particulars of the study in the study programmes carried out at the faculty.

- (2) The Code of Studies of the faculty comes into validity the day of its approval in the Academic Senate of the University; the formation of its force is determined by the study programme of the faculty.

**Article 15**  
**Amendments and Changes of the Code of Studies**

Every change of the Code of Studies is the amendment to the Code of Studies labelled by the number.

**Article 16**  
**Publication of Code of Studies**

The Code of Studies in full is published on the website of the University.

**Article 17**  
**Final Provisions**

- (1) The Code of Studies comes into validity the day of its publication on the official notice board of the University since 1 September 2013.
- (2) The conditions for a due completion of the study for the students admitted to the study of accredited study programmes under the Act valid since 31 December 2012, including the characteristics of the courses and the standard length of study, are maintained.
- (3) The process of admission to the study which is to commence at the beginning of the academic year 2013/2014 shall terminate under the Act valid until 31 December 2012.

**Article 18**  
**Repealing Provisions**

The Code of Studies of Trnava University in Trnava from 4 February 2008 is repealed.

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The Code of Studies of Trnava university in Trnava was published on the official notice board of Trnava university in Trnava on 9 July 2013.