

The University of Veterinary Medicine and Pharmacy in Košice

STUDY GUIDELINES
of the University of Veterinary Medicine and Pharmacy in Košice

Internal rule

**Pursuant to the Act No. 131/2002 Coll. on Higher Education Institutions
and on amendment and supplementation of certain acts, as amended, approved by the
Academic Senate of the University of Veterinary Medicine and Pharmacy in Košice
on August 27th 2024**

SECTION A

STUDY GUIDELINES

**of the University of Veterinary Medicine and Pharmacy in Košice
for students of the study programmes at the first level and second level
of higher education and study programmes combining first and
second levels of higher education**

Section I General Provisions

Article 1 Introductory Provisions

1. Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “Study Guidelines” and “UVMP”) is the internal rule of the UVMP, specifying the rules applicable to studies in accredited study programmes at the UVMP.
2. Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice are binding for all students, university teachers, and other employees who participate in the provision of studies at the UVMP.

Article 2 Levels and Forms of Study at the UVMP and Standard Duration of the Study

1. UVMP provides higher education in accredited study programmes:
 - At the first level: bachelor’s study programmes,
 - At the second level: master’s study programmes,
 - Combining first and second levels: doctoral study programmes and a master’s study programme.
2. Study programmes at the UVMP have their standard duration, depending on the approved accreditation, which is specified as follows:
 - a) Study programmes at the first level (bachelor’s study programmes)
 - Full-time form – three years (6 semesters),
 - Part-time form – three years (6 semesters) and four years (8 semesters)*,
 - b) Study programmes at the second level (master’s study programmes)
 - Full-time form – two years (4 semesters),
 - Part-time form – two years (4 semesters),
 - c) Study programme combining first and second levels (master’s study programme) – five years (10 semesters),
 - d) Study programmes combining first and second levels (doctoral study programmes) – six years (12 semesters).
3. Graduates of the university study of bachelor’s study programmes are awarded the “Bachelor” academic degree (abbreviation “BSc.”); graduates of the master’s studies combining first and second levels and at the second level of higher education are awarded the “Master” academic degree (abbreviation in Slovak “Mgr.”); graduates of the doctoral studies combining first and second levels are awarded the “Doctor of Veterinary Medicine” academic degree (abbreviation “DVM”).
4. UVMP performs higher education in the full-time and part-time forms of studies, applying presence method, i.e. direct contact method.
5. The full-time form of study is organised so that the study corresponds, in compliance with the recommended study plan depending on a study programme, and in terms of time requirements, to the work of a student in the extent of 1,500 – 1,800 lessons per academic year, including individual study and individual creative activities.
6. The part-time form of study is organised so that the study corresponds, in compliance with the recommended study plan depending on a study programme, and in terms of time requirements, to the work of a student in the extent of 750 – 1,440 lessons per academic year, including individual study and individual creative activities.

* for students admitted to study before the year 2023

Section II

Study Organisation

Article 1

Basic Requirements for Admission to Study

1. A basic requirement for admission to study programmes at the first level of higher education (bachelor's study) or to study programmes combining first and second levels of higher education (master's and doctoral study) is obtaining complete general secondary education or complete specialised secondary education.
2. A basic requirement for admission to a study programme at the second level of higher education (master's study) is obtaining bachelor's degree at the first level or the master's degree at the second level, where the number of obtained credits for previous study, under which the academic degree was awarded, and the number of credits necessary for regular completion of the master's study programme for which an applicant is applying, must amount to minimum 300 credits.

Article 2

Other Requirements for Admission to Study

1. Applicants express their interest in studying at the UVMP by submitting an application to study.
2. The application shall contain the following:
 - Curriculum vitae,
 - Officially verified photocopy of a certificate confirming completion of secondary education,
 - Document certifying a payment of the admission fee,
 - Medical fitness certificate from a general practitioner for applicants to Pharmacy study programme.
3. Applicants submit applications to the UVMP using a form prescribed by the Ministry of Education, Research, Development and Youth of the SR (hereinafter referred to as "MERDY SR") according to the information on admission requirements and application process announced at the UVMP website. The UVMP offers possibility to submit applications electronically without a guaranteed electronic signature via the information system, enabling an applicant to study to verify the registration of the application in the information system since the submission date until the termination date of the admission procedure.
4. If the application contains formal deficiencies, or if any of the data are incorrect, incomplete, or improperly documented, Study Office of the UVMP (hereinafter referred to as "Study Office") shall request the applicant to remove such deficiencies, supplement the application, or supplement the data within 10 calendar days. If the applicant fails to remove the deficiencies within the specified period, the UVMP shall not include such applicant in the list of applicants and it will notify the applicant in writing.
5. Within the admission procedure, an applicant shall submit the following:
 - Invitation letter,
 - Their identity document,
 - Officially verified photocopy of a certificate confirming completion of secondary education, unless already submitted.
6. If the verification of competency for the study comprises also an entrance examination, a special form of entrance examination and a relevant method of the execution thereof shall be determined for applicants with specific needs, upon their request and based on the assessment of such specific needs.

Article 3

Procedure of Admission to Study

1. Admission procedure is the process enabling an applicant, who documents fulfilment of certain

requirements for the admission to study, to become a student of a selected study programme at the UVMP. An applicant who fails to document fulfilment of the basic requirements for admission to study at the time of verification thereof, may be admitted to study conditionally; in such case, the applicant is obliged to document the fulfilment of the basic requirements for admission to study no later than on the date of registration to study.

2. Admission of an applicant to the study at the UVMP is conditioned by successful passing of the admission procedure, including entrance examination tests, unless different admission requirements were approved.
3. Applicants to study in individual study programmes shall be arranged in a descending order by their achieved aggregate scores.
4. If an applicant is repeatedly admitted to the study of the same study programme from which they were expelled for not having met the study requirements, such applicant is entitled to apply for the recognition of already passed subjects. Upon a written application for the recognition of passed subjects submitted within 15 days of the delivery date of the decision on admission to study, the Rector of the UVMP (hereinafter referred to as “Rector”) is entitled to recognize the exams and credits (in subjects with prescribed completion by credit according to the study plan) passed during the previous study of the same study programme, unless the period from the completion of such subject exceeds maximum length of study in the given study programme as specified by the Act No 131/2002 Coll. on Higher Education Institutions and on amendments and supplementation of certain acts, as amended (hereinafter referred to as “Act”).
5. Prior to the admission procedure, applicants with specific needs are entitled to seek consultation with the coordinator for applicants with specific needs.

Article 4

Admission Committee and Communication of the Admission Procedure Results

1. To assess the qualification of applicants for study at the UVMP, Rector appoints an admission committee as the Rector’s advisory body. Rector proposes number of applicants to be admitted to the first year, which is approved by the Academic Senate of the UVMP (hereinafter referred to as “AS”).
2. Rector decides on admission or non-admission of an applicant to study, following the recommendation provided by the admission committee, which evaluates the applicant’s results of the admission procedure.
3. For the purpose of verification of the admission procedure results and the decision on admission to study, Rector appoints and cancels the committee “*ad hoc*” for the respective academic year in which the admission procedure is carried out.
4. Interim results of entrance examination tests are published during the admission procedure, at the university website (www.uvlf.sk).
5. Admission procedure results are announced on the admission committee meeting date, but no later than within 5 working days of the completion of the admission procedure. A written decision on the admission procedure result is delivered personally to each applicant within 30 days of the verification whether the requirements for admission to study have been met. The decision on the admission procedure result shall contain the verdict, the rationale, and instructions on the possibility to appeal against the decision. The decision must be elaborated in a written form and delivered to applicants personally within 30 days of the verification whether the requirements for admission to study have been met. As for the applicants whose place of residence is not known, the decision shall be delivered by placing it on the official notice board of the UVMP for a period of 15 days. The last day of this period shall be regarded as the delivery date.
6. Applicants are entitled to appeal against the decision on the admission procedure result by sending the appeal to the Rector within 8 days of the decision delivery date. Rector himself/herself is entitled to allow the appeal, in case he/she finds that the decision was made in conflict with the law or with the internal rule, or with the requirements specified in Section 57 paragraph 1 of the Act. Otherwise, Rector shall advance the request to the AS. AS shall change

the decision if it was made in conflict with the law, or with the internal rule, or with the requirements specified in Section 57 paragraph 1 of the Act. Otherwise, the AS shall dismiss the appeal and validate the initial decision. The decision made by the AS is final. Appeal against the decision on the admission procedure result is not subject to any general legal regulation on the administrative proceeding. The reply to the appealing party shall be sent within 30 days of the appeal delivery date.

7. Applicants who receive the decision on non-admission to study are entitled to apply with the Rector in writing for a personal inspection of their tests, under the presence of the Vice-Rector for Education and a competent teacher; such application must be sent within 8 days of the date when the decision on non-admission to study was delivered.
8. UVMP is entitled to ask admitted applicants for information on whether they intend to register to the study. Applicants are obliged to provide such information before the beginning of the academic year (September 1st of the current year).
9. If an admitted applicant expresses in writing that they are not interested in study at the UVMP or fails to provide such information within the specified period of time, applicant's right to register for a particular study programme ceases to exist and the Rector cancels the decision by which the applicant with the next position in the order of admission procedure results was not admitted and replaces it with a new decision on admission of such applicant to study.

Article 5

Academic Year and Organisation thereof

1. Academic year begins on September 1st of the current year and terminates on August 31st of the following year.
2. Study schedule of the following academic year is determined by the Rector upon discussions at the meeting of the UVMP Management. Within one academic year, the study is divided into two semesters. Each semester consists of education period and examination period. Duration of the education in one semester is 13 weeks.
3. Examination period definition:
 - a) *Examination period in the winter semester* – begins by 14th week after the education period commencement, lasts for minimum seven weeks, and terminates prior to the commencement of the education period of the spring semester;
 - b) *Examination period in the spring semester* – begins by 14th week after the commencement of the education period in the spring semester, lasts to July 14th and continues from August 16th, ending 3 working days prior to the end of the relevant academic year, during examination period in the spring semester students may take also their exams from the winter semester;
 - c) *Examination period during the main summer holidays* – during the main summer holidays, i.e. from July 15th to August 15th, exams are not taken, as this period is reserved for taking holiday leaves.
4. In the block education system, Rector is entitled, after discussions at the meetings of the UVMP Management, to amend the study schedule otherwise.
5. In September, students of the first year of study in all study programmes shall pass an introduction to study at the UVMP, aimed at becoming familiar with the issues related to their studies.

Article 6

Educational Activities and Organisation thereof

1. Basic forms of direct education include lectures, seminars, practicals, thesis, traineeships, field experience, professional experience and clinical experience.
2. Students are given lectures by professors, associate professors, guarantors of particular subjects, and selected chapters are also presented by senior lecturers and reputable experts from scientific

facilities, from the professional practice and from aboard.

3. Profile subjects are standardly provided by university teachers holding the position of professor or the position of associate professor, who work at the university for a set weekly working time.
4. Seminars are led by professors, associate professors, senior lecturers, assistants and experts from scientific facilities and from the professional practice.
5. Practicals and traineeships are led by professors, associate professors, senior lecturers, assistants and researchers, lecturers and experts from scientific facilities and from the professional practice.
6. Participation of students in the direct education (practicals, seminars) is compulsory as specified in Article 16 of these Study Guidelines.

Article 7

Study Programme, Study Plan

1. A study programme is a set of subjects consisting of educational activities, mainly lectures, seminars, practicals, thesis, project papers, laboratory papers, traineeships, excursions, professional experience, state examinations and combinations thereof, and a set of rules compiled so that the successful completion of these educational activities, while respecting the rules, qualifies a student for being awarded an academic degree. The preparation and execution of a study programme falls within the responsibility of the person bearing main responsibility for implementation, development and quality assurance of the particular study programme.
2. A study programme also contains a recommended study plan, compiled so that a student who completes such study plan meets requirements for a successful completion of studies in the standard duration.
3. Study plans define the contents and the extent of education in individual study programmes.
4. Study plans contain the list of subjects by years of study and semesters, basic forms of education, number of lessons in a week and in a semester, and the number of credits in the credit system of study. Study plans also define in which subjects, in which years and semesters, it is compulsory to obtain credits, graded credits, and pass exams.
5. Study plans, number of hours of lectures, seminars, practicals, duration of experience and traineeships are proposed by the committee for creation, modification and periodic evaluation of study programmes and are approved by the accreditation committee of UVMP.
6. Rector is entitled, upon a written request by a student with specific needs, to approve an individual study plan, considering specific needs of such student.
7. Individual study enables students to specifically organise their studies and adjust the duration of their studies.
8. Individual study plan is compiled by a student, in cooperation with the Vice-Rector for Education, person bearing main responsibility for implementation, development and quality assurance of the particular study programme, and guarantor of a particular subject, in compliance with the Study Guidelines.
9. Rector is entitled to appoint a study advisor for individual study programmes. The role of the study advisor is to:
 - a) Inform students on the structure of individual study programmes, on possible subjects to choose from, and provide them with consulting assistance when compiling their personal study plans,
 - b) Notify the UVMP Management on potential problems in the educational process,
 - c) Cooperate with the Study Office when dealing with the study-related issues of the UVMP students.

Article 8

Study Programme Subjects

1. Study programme is divided into subjects. A subject consists of a study programme unit or a group of study programme units, aimed at the provision of education in the determined area

(lecture, seminar, practical, field experience, professional experience and clinical experience, traineeship, etc.), whereas particular forms and proportionality of the performance thereof are defined by the study schedule.

2. Each subject contains a code and a name. Basic data on the subject characteristics are contained in the course information letter. Guarantor of a subject is obliged to elaborate course information letter, enter it in the Academic Information System (hereinafter referred to as “AIS”) and update is regularly.
3. By the level of their obligatory nature, subjects included in a study programme are divided into:
 - a) Compulsory – successful completion of this type of subjects is the precondition for successful completion of certain part of the study or of the entire study programme,
 - b) Compulsory optional – successful completion of certain part of the study or of the entire study programme is conditioned by the successful completion of specified number of these subjects, depending on a student’s choice, in the structure defined by the study schedule,
 - c) Optional – other subjects which students may choose for their studies and for the purpose of obtaining sufficient amount of credits within a respective part of the study.
4. Depending on their continuity, subjects included in the study programme are divided into:
 - a) Independent subjects – choosing such subject is not conditioned by previous completion of any other subject,
 - b) Subjects conditioned by successful completion of other subjects – choosing such subject is conditioned by the previous completion of another subject (prerequisite) or subjects.
5. State examination is regarded as a subject.
6. According to each study programme, study also comprises an elaboration of a thesis, which represents together with the defence thereof, one subject; a thesis defence belongs to state examinations, it is evaluated by a classification grade and is assigned credits.

Article 9

Plan of Educational Activities

1. Head of a workplace in cooperation with subject guarantors is responsible for elaboration of the plan of educational activities for subjects led by the teachers from the relevant workplace.
2. Plans of educational activities contain, for each subject, mainly the following:
 - Educational contents and schedule according to the curricula, containing first names and surnames of relevant teachers,
 - Requirements for exams, including questions (or areas of questions), and requirements for awarding credits; such requirements must be available to students in the first week of teaching in a particular subject,
 - Requirements for participation in and recognition of practicals and seminar practicals,
 - Plan of consulting activities and method of compensatory attendance to practicals during the semester and during the examination period, upon agreement with students,
 - Specification of the requirements for a partial exam, which is optional.
3. Vice-Rector for Education, in cooperation with the committee for field practice and professional experience and traineeships, shall elaborate a schedule of practicals and traineeships, requirements for the recognition thereof, and possibilities of compensatory attendance thereto.
4. Guarantor of a subject and guarantor of a state examination subject are appointed by the Rector, upon nominations by the committee for creation, modification and periodic evaluation of study programmes.
5. Guarantors of filed experience, professional and clinical experience and traineeships are appointed by the Rector, upon nominations by the committee for creation, modification and periodic evaluation of study programmes.

Article 10

Credit System of Study

1. Organisation of all levels and forms of higher education at the UVMP is based on the credit system, which enables by means of number of credits, the evaluation of a student's workload related to the completion of individual subjects in accordance with the rules set by the study programme.
2. Credits are numerical values assigned to subjects, expressing the quantity of work needed for achieving the prescribed results of the educational process. A standard student workload throughout the academic year in the full-time and part-time forms of study lasting three years is 60 credits, 30 credits for one semester. A standard student workload throughout the academic year in the part-time form of study lasting four years is maximum 48 credits. For successful completion of the bachelor's study (study programmes at the first level), a student must earn a minimum of 180 credits; for successful completion of the doctoral study (study programmes combining first and second levels) a minimum of 360 credits is required; and for the master's study (study programmes combining first and second levels) a minimum of 300 credits must be earned. For successful completion of the master's study (study programmes at the second level) it is necessary to earn a minimum of 120 credits.
3. Each subject of a study programme is assigned a number of credits granted to a student upon successful completion of the subject. Number of credits assigned to a subject expresses a proportional work of a student necessary for a successful standard performance per academic year. Credits for each subject may be awarded only once during the study.
4. Credits awarded for successful completion of all subjects are summarised. One of the requirements for continuation with the study is earning the required number of credits determined by the study programme.

Article 11

Study Advisor (Year Tutor)

1. Study advisor, who is also the year tutor (hereinafter referred to as "YT") for the entire duration of the study, is appointed by the Rector from among the teachers of the study programme on the proposal of the Vice-Rector for Education and a person bearing main responsibility for implementation, development and quality assurance of the study programme.
2. Study advisor (YT) mainly helps students to manage the transition from high school to university system of study and performs professional supervision not only during the field experience, but throughout the whole study.
3. Study advisor (YT) provides any counselling to students in cooperation with the coordinator for students with specific needs, Student Registry and Social Support office of the Study Office and the Buddy programme, where, in addition to social counselling, the student is provided with or offered counselling in effective learning, psychological, career, legal, drug and financial counselling and counselling in spiritual matters.

Article 12

Study Certifying Documents

1. Study certifying documents include:
 - Student's identity card (student's card),
 - Record book of all forms of field, professional and clinical experiences and traineeships in the particular study programmes (hereinafter referred to as "record book"),
 - Study results extract.
2. Student's identity card (student's card) is a document confirming student's legal status under which they are entitled to exercise student's rights and benefits resulting from the law, from the university internal rules, and from agreements with other legal entities. This document also serves

for the purpose of proving the data contained therein. A student's card is issued at the student's registration in the register of students. It is issued by the UVMP, in compliance with Section 67 paragraph 2 of the Act.

3. Record book is a document containing the records of experiences and traineeships completed during the study. They are issued by the UVMP.
4. Study results extract contains the data on study obligations fulfilled by a student within a particular study programme. It is issued to a student upon a student's written request, in compliance with Section 67 paragraph 5 of the Act.

Article 13 **Registration of Students**

1. Upon registration to study, students become eligible for participation in all forms of education, receive credits, graded credits, and take exams. Registration of students is confirmed by the Study Office.
2. Rector determines the date, place and method of registration, following the discussion at the meeting of the UVMP Management. Specified registration schedule is binding for students.
3. At the initial registration to the university study, students are obliged to complete the academic oath at the matriculation ceremony.
4. Applicant who gives a negative answer to the enquiry of the UVMP whether they plan to register to the study, or fails to respond to this enquiry within the specified period, forfeits the right to register to the study, as specified in Section 59 paragraph 3 of the Act. An applicant admitted to studies conditionally, forfeits the right to register to the study, as specified in Section 59 paragraph 1 of the Act, if they fail to document the fulfilment of the basic admission requirements by the registration date.
5. Should a student fail to arrive to the registration prior to the commencement of the upcoming education period, or fail to arrive to the repeated registration after the interruption of studies, the UVMP shall invite such student in writing to arrive for the registration within 10 working days of the invitation delivery date.
6. Should the invited student fail to appear for the registration within the specified period, or fail to apply for the extension of such period for health related reasons, which prevents the student from appearing for the registration, the date of such intended registration to the upcoming education period, or repeated registration, shall be regarded as the date of the student's withdrawal from study.

Article 14 **Registration for and Completion of Subjects**

1. By registration for subjects, students determine which portion of their obligations, prescribed by the study programme, they intend to complete in the relevant following study period.
2. Students register for subjects in such total credit value and of such type (compulsory, compulsory optional, and optional) so that criteria for continuation with the study are met in each stage of study evaluation.
3. Students are obliged to create a registration form in the AIS for the respective academic year and enter subjects in the registration form, according to the study plan of the respective study programme for the given academic year.
4. Students are allowed to repeatedly register for a compulsory subject in case of unsuccessful completion thereof. In case of repeated registration of the subject, student is obliged to attend all lessons, in case they failed to obtain the credit. In case of failure to complete a compulsory subject repeatedly registered for, a student is expelled from the studies.
5. Students are allowed to repeatedly register for a compulsory optional subject in case of unsuccessful completion thereof, or they may register for a different compulsory optional subject. In case of repeated registration of the same subject, student is obliged to attend all lessons, in

case they failed to obtain the credit. In case of failure to complete a compulsory optional subject repeatedly registered for, a student is expelled from the studies.

6. Students are allowed to repeatedly register for an optional subject, in case of unsuccessful completion thereof, or they may register for a different optional or compulsory optional subject from among compulsory optional subjects not yet completed. If student gained sufficient number of credits, they are not obliged to register for any optional subject. If student failed to gain sufficient number of credits (for a given academic year) following the second unsuccessful attempt for the completion of a selected optional subject, they are expelled from the studies. In case of repeated registration of the same subject, student is obliged to attend all lessons, in case they failed to obtain the credit.
7. Student is obliged to repeatedly register for unsuccessfully completed compulsory or compulsory optional subject immediately in the following academic year.
8. Actual launching of the course on a particular compulsory optional and optional subject is conditioned by the minimum of five students for study programmes at the first level of higher education (bachelor's study programmes) and at the second level of higher education (master's study programmes), and by the minimum of eight students for study programmes combining first and second levels of higher education (doctoral and master's study programmes). Exceptions from the above stated number of students are determined by the Vice-Rector for Education, together with the guarantor of a subject, based on the capacity of the respective workplace.

Article 15 **Credit**

1. In case of the subject, for which the study plan requires a credit, a student has to earn the credit to be able to take an exam on such subject.
2. Requirements for granting a credit are specified by the guarantor of the respective subject, in accordance with Article 9 paragraph 2 of these Study Guidelines, and are announced by the guarantor in writing in the first week of teaching in such subject.
3. Method of recognition of practicals and seminars is determined by the guarantor of the subject, supervisor of bachelor or diploma thesis, or guarantor of experience and traineeships.
4. Credit is granted by the teacher of the subject, usually after the last practical in the semester.
5. Granted and not granted credits are entered in the AIS by the teacher and the guarantor shall send a printed and signed credit statement to the Study Office within a specified period of time.
6. Should a student fail to earn credit on the regular date, the teacher may allow for the fulfilment of the requirements for being granted a credit on two retake dates.
7. Subject guarantor is obliged to announce three dates for obtaining credit, which must be evenly distributed throughout the entire period designated for obtaining a credit in the given semester. Student has the right to choose a date for obtaining a credit in accordance with paragraph 6 of this Article (except for credits for internships, experiences and elaboration of theses).
8. If a student is not capable of attending the specified date for obtaining a credit, they are obliged to submit an excuse to the subject guarantor in advance. For serious reasons, primarily health related reasons, students may submit their excuse additionally, within 5 days of the specified date, in a form of an adequate document. Legitimacy of an excuse is decided on by the subject guarantor; in disputable cases by the Vice-Rector for Education. If a student fails to submit an excuse for their absence, or if they withdraw from the date, they are evaluated as "credit failed".
9. Students are obliged to earn credits prescribed for the winter semester (including credit for elaboration of a thesis in winter semester) no later than one week prior to the commencement of the following spring semester. Students who failed to earn credits in the winter semester, may register for a particular subject again in the new academic year. If teaching in the subject in which the student failed to gain a credit for the winter semester continues in the spring semester, the student is not allowed to attend lessons of such subject in the spring semester.
10. All credits for the spring semester must be earned by July 14th of the current year. Student can obtain credit for elaboration of a thesis in spring semester by the end of the examination period

of the spring semester of the respective academic year.

11. Credits for experiences and internships prescribed for a given academic year, can be obtained by the student by the end of the examination period in the spring semester of the respective academic year.

Article 16 **Compensatory Attendance to Missed Lessons**

1. Requirements for compensatory attendance to missed direct education process are specified by the guarantor of a subject or by guarantor of experience and internships, in compliance with Article 9 paragraph 2 of these Study Guidelines. Students are allowed to miss three practicals on a respective subject in one semester, while the student is not obliged to document his non-attendance. If students miss just one practical, they are not obliged to compensate. If students miss two or three practicals, they are obliged to compensate all, even the first one, usually in the first three weeks after the end of semester.
2. A student may be given at most three compensatory terms for the completion of three missing practicals and seminars on each subject. In disputable cases, the Vice-Rector for Education decides about the recognition of practicals. Students who have missed more than three practicals on one subject are not entitled to be granted the credit.
3. In case of a long-lasting disease, study internship outside the UVMP, representation of the UVMP, or other serious reasons, the Rector may decide individually about allowing the compensation, upon the discussions at the meeting of the UVMP Management.
4. Attending a practical or a seminar in the same week with a different study group shall not be regarded as the compensation for missed lesson. A student may be allowed to attend a practical with another study group by the teacher who conducts the practicals, while considering the capacity, material and other conditions objectively hindering such possibility.

Article 17 **Graded Credit**

1. Graded credit is one of the principal forms of study inspection.
2. Graded credit is granted to students who satisfy the requirements for being granted a credit, announced at the beginning of the semester. The following rules apply to granting of a graded credit:
 - a) Form and granting of the graded credit is fully within the competence of the guarantor of the subject,
 - b) Graded credit shall not have the nature of an exam,
 - c) Graded credit shall be assessed by grades, the same as used in exams,
 - d) Graded credit is granted to students who have completed the required extent of educational activities by the end of the academic year,
 - e) Should a student fail to earn the graded credit on the regular date, a teacher may allow the fulfilment of the conditions for being granted a graded credit in maximum of two retake dates by the end of the academic year.

Article 18 **Exams**

1. Purpose of an exam is to verify student's knowledge of a relevant subject and their ability to apply the theoretical knowledge, in a creative manner, to the evaluation of practical phenomena.
2. Exams may be of the following forms:
 - Written,
 - Oral,
 - Oral and written,

- Oral and practical,
 - Written and practical.
3. All exams are open to public.
 4. Teachers are obliged to enable students to inspect their corrected credit tests, exam tests or any other written tests.
 5. Students are examined by the guarantor of the subject or by teachers authorised by the guarantor who were teaching the relevant subject. Nominations of teachers who are authorised to perform exams are submitted by the guarantor of the subject to the Vice-Rector for Education and are approved by the Rector.
 6. The guarantor of the subject is obliged, no later than 3 weeks prior to the semester termination, to announce the exam dates in the AIS for the entire examination period of a relevant semester, using the formula specified in paragraph 13 of this Article, so that a student may register for an exam at least 5 days prior to the exam.
 7. Students are obliged to register for/deregister from the exam electronically in the AIS. They may deregister from the exam no later than three days prior to the exam date, without losing the exam date.
 8. Exam is conducted in one day. Oral exam should not last more than 30 minutes.
 9. Students are evaluated as specified in Article 20 of these Study Guidelines.
 10. Results of all exams, including the grade *FX – failed*, shall be recorded in the AIS by the examiner and the printed and signed examination statement shall be sent to the Study Office.
 11. If a student is not capable of taking an exam on the registered date, they are obliged to submit an excuse to the examiner in advance. For serious reasons, primarily health related reasons, students may submit their excuse additionally, within 5 days of the exam date, in form of an adequate document. Legitimacy of an excuse is decided on by the examiner; in disputable cases by the Vice-Rector for Education. If a student fails to submit an excuse for their absence, or if they withdraw from the exam, they are given the grade *FX – failed*.
 12. Upon reasonable request submitted by a student or by a guarantor of the subject, the Vice-Rector for Education may decide on an exam or its retake before a committee to be appointed by the Vice-Rector. The guarantor of the subject acts as the chairman of such committee.
 13. Exams are held on dates scheduled by the guarantor of the respective subject prior to the end of the education period in the respective semester (as specified in paragraph 5 of this Article), whereas the total number is calculated using the formula: total number of students registered for the subject divided by the maximum number of students who may register for one exam date (for example, 8, 10, 12, 15 students, etc.), multiplied by the coefficient of 1.5, including retake dates, evenly distributed throughout the entire examination period, with the minimum of five exam dates for the whole examination period.
 14. For taking exams on subjects that terminate by a final subject exam in the winter semester, the guarantor of the subject is obliged to offer at least one exam date once in three weeks also during the regular examination period of the spring semester. The first offered date shall be during the first week of the regular examination period of the spring semester, whereas the entire examination period must contain at least five dates.
 15. The guarantor of the subject is obliged to inform the students about their exam results and enter them in the AIS – for oral exams on the exam date and for written exam within two working days.
 16. Students are entitled to improve their initial exam grade no later than by the end of the examination period of the spring semester of the respective academic year. The grade that was awarded last is final even in the case of a worsened grade.

Article 19 **Retake Exams**

1. In case a student was given the grade *FX – failed* on the regular exam date, they are entitled to two retake exams on the given subject.

2. Retake of an exam may be carried out on any exam date.
3. Students are entitled to an exceptional – third – retake exam date for two subjects within two academic years. The student must request the third retake date in writing.
4. For third retake exam date, the Vice-Rector for Education appoints an examination committee, usually consisting of three teachers (two teachers teaching the given subject and one teacher teaching a related subject). The guarantor of the examined subject acts as the chairman of the committee. The guarantor of the subject shall prepare a record of the course of third retake exam date.
5. Third retake exam date can be performed at the earliest after 5 working days from the second retake date, which was classified with the *FX* grade.

Article 20 Evaluation of Study Results

1. Evaluation of student's study results within the study of the subject is carried out primarily by:
 - a) Continuous revision of student's study results during the educational period of the particular study period (control questions, written tests, assignments for individual work, semester papers, seminar reports, etc.),
 - b) Exam for the respective period of study.
2. Main forms of study inspection include credits, graded credits, exams and final exams.
3. Completion of the subject is evaluated by awarding a grade or a credit. The grade reflects the quality of the acquired knowledge or skills in accordance with the aim of the subject defined in the course information letter.
4. Grades are awarded according to a six-point classification grading scale:

Grade	Name and characteristic of the grade	Number of acquired points or percentage (%) of demonstrated knowledge	Mark (numerical value of the grade)
A	excellent (excellent performance)	91 – 100 %	1
B	very good (above average performance)	81 – 90 %	1.5
C	good (average performance)	71 – 80 %	2
D	satisfactory (satisfactory performance)	61 – 70 %	2.5
E	sufficient (performance meets the minimum criteria)	51 – 60 %	3
FX	failed	50 and less %	4

5. Students may only earn credits for a subject evaluated by a grade, upon successful completion thereof, provided their results were awarded one of the grades from *A* to *E*, or for a subject with prescribed completion by a credit, provided it was successfully achieved.
6. Credit is awarded and entered in the AIS by the teacher of the subject. If the condition for granting the credit is to successfully pass a test, it is considered completed if the student achieves at least 51 % success in it.
7. Student may only take an exam, if they have been granted the credit.

8. Condition for successful completion of the exam and thus achieving the number of credits for the subject is at least 51 % success in the exam. Each student can take the exam and achieve a maximum of 100 %. The examiner shall enter into the AIS the result of the examination evaluated by the grading scale according to paragraph 4 of this Article.
9. Course and form of the graded credit and the exam are specified in Article 17 and Article 18 of these Study Guidelines.
10. Evaluation of the overall study results of a student in the specified period is carried out using the weighted study average. It is calculated by summarising the products of the number of credits and numerical value of the grade for all subjects for which the student was registered in the evaluation period. The sum is then divided by the total number of credits registered by the student in the given period:

$$Vp = \frac{\sum_{i=1}^n Z_i x K_i}{\sum_{i=1}^n K_i}$$

11. As for the subjects registered for and not passed, the weighed study average is calculated using numerical value 4. Non-graded subjects are not included in the calculation of the weighted study average.

Article 21

Requirements for Registration into the Following Year of Study and Study Inspection

1. Students advance to the following year of study, if they:
 - a) Obtain all credits, pass all exams, and gain the relevant number of credits, specified in their selected study plan, at the latest by the end of the examination period of the spring semester of the respective academic year,
 - b) Gain sufficient number of credits in compliance with their selected study plan, by the end of the examination period of the spring semester of the respective academic year and in line with paragraph 6 of this Article.
2. Students are obliged to record all failed compulsory and compulsory optional subjects in the AIS in the registration form for the following academic year, while designating the repeated registration for such subjects, according to the schedule of registration and instructions for a given academic year.
3. Students are only entitled to register for subjects conditioned by the successful completion of other subjects in their study plan upon successful completion of the conditional subjects.
4. Students are entitled to use all exam retake dates, as specified in Article 14, even in case of repeated registration for the subject.
5. Study defined in the study programme shall not exceed the standard duration in more than two years.
6. Study inspection (number of obtained credits) for the purpose of advancing into the following year of study shall be carried out on the following dates:
 - a) **Bachelor's study programmes at the first level (3-year study):**
 - After the first year of study, each student must obtain the minimum of 45 credits,
 - After the second year of study, each student must obtain the minimum of 90 credits,
 - After the last state exam, each student must have obtained at least 180 credits.
 - b) **Bachelor's study programmes at the first level (4-year study):**
 - After the first year of study, each student must obtain the minimum of 36 credits,
 - After the second year of study, each student must obtain the minimum of 72 credits,
 - After the third year of study, each student must obtain the minimum of 108 credits,
 - After the last state exam, each student must have obtained at least 180 credits.
 - c) **Master's study programmes at the second level (2-year study):**
 - After the first year of study, each student must obtain the minimum of 45 credits,

- After the last state exam, each student must have obtained at least 120 credits.
 - d) Master's study programme combining first and second levels (5-year study):**
 - After the first year of study, each student must obtain the minimum of 45 credits,
 - After the second year of study, each student must obtain the minimum of 90 credits,
 - After the third year of study, each student must obtain the minimum of 135 credits,
 - After the fourth year of study, each student must obtain the minimum of 180 credits,
 - After the last state exam, each student must have obtained at least 300 credits.
 - e) Doctoral study programmes combining first and second levels (6-year study):**
 - After the first year of study, each student must obtain the minimum of 45 credits,
 - After the second year of study, each student must obtain the minimum of 90 credits,
 - After the third year of study, each student must obtain the minimum of 135 credits,
 - After the fourth year of study, each student must obtain the minimum of 180 credits,
 - After the fifth year of study, each student must obtain the minimum of 225 credits,
 - After the last state exam, each student must have obtained at least 360 credits.
7. Students who failed to obtain the number of credits as specified in paragraph 6 of this Article, shall be expelled from the study.
 8. Students are entitled to apply in writing only for the recognition of a subject passed at a different university or at the UVMP in the same study programme or in a related study programme, if such subject terminated by a prescribed form of evaluation corresponding to the study plan of the given study programme at the UVMP, provided the student obtained credits.
 9. Students are obliged to submit the application for recognition no later than in the second week of the semester in which they intend to attend such subject. The application shall also contain the course information letter of the completed subject, upon which the student applies for the subject recognition.
 10. Recognition may apply to subjects only if the period from the completion of such subject does not exceed maximum length of study in the given study programme at the UVMP as specified by the Act. Recognition of the number of credits specified in the study programme is decided on by the Vice-Rector for Education based on the statement provided by the guarantor of the subject.
 11. In disputable cases, the Rector is entitled to decide on the recognition of subjects.

Article 22

Formal Requirements for Transfer of Credits

1. Completion of a part of the study at a different university is formally ensured by:
 - a) Application for the exchange programme,
 - b) Agreement on the study,
 - c) Study results extract.
2. Agreement on the study is a trilateral agreement concluded between the student, the home university and the host university, prior to the commencement of the study at the host university.
3. Subjects with assigned number of credits, completed at the host university, are recognised to the student based on the study results extract issued to the student by the host university at the end of the study. The extract becomes a part of the student's personal study documentation maintained by the UVMP.

Article 23

Field Experience and Traineeships

1. Field experience, professional experience, clinical experience and traineeships represent a compulsory part of the study, as specified in the study plans. A teacher supervising the professional experience and traineeships shall grant a credit to a student who passes the professional experience and the traineeship, and register it in the AIS.
2. Clinical experience and traineeships of students shall be carried out at relevant clinics, recorded

in the study records, and their course shall be recorded in the record books aimed at recording the work and tasks performed by the student.

3. In case the student fails to complete the experience or the traineeship, they shall proceed as specified in Article 14 of these Study Guidelines.

Article 24 **State Examinations**

1. Passing a state examination or state examinations is the required criterion for successful completion of a study programme.
2. State examination is an oral exam.
3. Subjects compulsory for state examinations are listed in the approved study plans for individual study programmes.
4. State examination is taken in front of the state examination committee.

Article 25 **State Examination Committee**

1. Only university teachers holding the positions of professors and associate professors, as well as other experts approved by the Scientific Board of the UVMP, are authorised to conduct the state examination. In case of bachelor's study programmes, such authorisation applies also to university teachers holding the positions of senior lecturers with the completed higher education of the third level.
2. Members of state examination committees are appointed by the Rector of the UVMP from among the persons authorised to perform examination, as specified in paragraph 1 of this Article, for the provided study programmes. The state examination committees usually comprise also renowned experts in a given academic discipline from other universities, legal entities conducting research and development in the Slovak Republic, or experts from the professional practice. At least two members of the state examination committee shall be university teachers holding the positions of professors or associate professors. For the bachelor's study programmes, there is at least one university teacher holding the position of a professor or an associate professor.
3. State examination committee consists of at least four members.
4. Several state examination committees may be appointed for a single state examination subject.
5. In case an approved member of the state examination committee is absent, the Rector shall appoint a new member of the state examination committee, upon the nomination by the committee chairman.

Article 26 **State Examination Preparation and Course**

1. Only students who meet all prescribed requirements and complete all subjects related to a given state examination at least 5 calendar days prior to the state examination date shall be allowed to take the state examination.
2. Dates of state examinations are specified by the Rector.
3. Course of the state examination and announcement of results are open to public. Decision making of the committee regarding the state examination results takes place at a closed meeting of the committee.
4. Course of the state examination is managed by the committee chairman, responsible for the work of the committee. State examination of one student may not exceed one hour.
5. State examination may only be carried out under the presence of the committee chairman or of an appointed deputy and at least two committee members.
6. State examination course and results shall be recorded first in the AIS, subsequently the protocol shall be printed out to be signed by the committee chairman and members.

7. State examinations are aimed at the verification whether students:
 - Have acquired the complex knowledge required by their study plans,
 - Are prepared to perform their profession,
 - Have acquired the necessary knowledge in the subjects included in the state examination,
 - Are capable of applying obtained knowledge when resolving the real-life tasks,
 - Are able to find and process relevant expert literature sources, interpret experiment results correctly and draw logical conclusions, employable in the development of the respective branch of science and needs of the practice.

Article 27 **State Examination Grading**

1. State examination results are graded by the state examination committee, using the applicable grading scale for the exam grading. The overall evaluation of the state examinations falls within the competence of the Rector, based on the achieved results, and the resulting grade is either “passed” or “failed”.
2. Results of individual state examinations are classified separately. The result of the state examination is decided on by voting of the present members of the examination committee.
3. Each state examination in all study programmes (with the exception of Pharmacy study programme) in Slovak and English languages is evaluated as a whole even if it consists of several areas – parts, in line with the following procedure:
 - a) Examination committee decides on the result of the individual part of the state examination by voting of the present members and the result is the average grade of the voting,
 - b) If one of the parts is graded *FX*, it means that the student did not pass the state examination in the given subject and the result of the entire state examination is also *FX – failed*,
 - c) If individual parts of the state examination are classified with grades from *A* to *E*, the student passed the state examination and the result of the entire state examination is the average of grades for individual parts of the given state examination (Article 27 paragraph 2 of these Study Guidelines),
 - d) Final grade of the result of the entire state examination shall be entered in the joint protocol by the chairman of the committee.
4. Students who failed at a state examination or did not arrive to a state examination without any excuse may retake such state examination upon a written request, with the date of the retake being no sooner than one month after the initial date. The retake date shall be specified by the Rector.
5. If a student fails to arrive to a state examination on the specified date for serious, mainly health related reasons, the Rector shall determine an alternative date of such state examination. Such student is obliged to provide their written excuse within 3 working days of the state examination date.
6. Should a student fail also at the first retake of the state examination, the Rector may allow the second retake upon a written request, to be held no sooner than one month after the first retake and the latest by the end of the relevant academic year.
7. In case of the failure at the retake of a state examination, a student is entitled to proceed as specified in Article 14 paragraph 4, unless the prescribed study duration is exceeded.

Article 28 **Theses**

1. Each study programme includes a thesis, representing, together with the defence thereof, one subject. Thesis defence belongs to state examinations.
2. Thesis means:
 - a) In the bachelor’s study – a bachelor thesis,
 - b) In the master’s and doctoral study – a diploma thesis.

3. Thesis is written in the template available at the UVMP website. Adherence to the prescribed template is compulsory.
4. Thesis extent is as follows:
 - a) Bachelor thesis: minimum 30 and maximum 40 pages,
 - b) Diploma thesis: minimum 50 and maximum 60 pages.
5. Theses are elaborated by students at individual workplaces of the UVMP. Upon the consents provided by the Rector and by the head of an external workplace, theses may also be elaborated at the workplaces of the Slovak Academy of Science that cover research activities of the nature compliant with the contents of the university education at the UVMP, at the workplaces of the State Veterinary and Food Administration of the Slovak Republic, Chamber of Veterinary Surgeons of the Slovak Republic and at other universities and specialised workplaces of a similar nature, approved by the Rector, whereas the thesis supervisor must be a teacher or a scientist of the UVMP, and the consultant is an employee from the respective workplace. Partial tasks within a thesis may also be carried out at foreign universities, departments, and research institutes.
6. Topics of theses must be problem-oriented and in accordance with the needs of social practice, scientific research activities of the university or related research institutes. Thesis elaboration shall be carried out while respecting the principle of compliance with profile of the graduate.
7. Nature of a bachelor thesis can be experimental, specialised, based on applied knowledge, or theoretical. Nature of diploma thesis in the master's study (study programmes at the second level) must be experimental, specialised, based on applied knowledge, or compilatory and comparative. Nature of a diploma thesis in the doctoral and master's studies (study programmes combining first and second levels) must be experimental, specialised, or based on the applied knowledge, but not theoretical.
8. Aim of a diploma thesis is to verify the knowledge and skills that a student acquired during the study, as well as their capability of using them when elaborating the diploma thesis focused on the issues related to a particular research project of the respective workplace (department, institute, clinic, etc.).
9. Proposal of thesis supervisors is sent by the head of the workplace to the committee for creation, modification and periodic evaluation of study programme; the committee assesses the proposal and submits it to the Rector; the Rector will assess the proposals and ask the accreditation committee of the UVMP for approval.
10. The basic condition for approval of the thesis supervisors is their qualification framework. The qualification framework of the thesis supervisor in accordance with the Act must be at least one degree higher than the qualification for which the thesis is intended.
11. In the period between June 1st and July 15th, each approved creative worker is obliged to announce in the AIS at least two thesis topics or more for the following academic year. Creative workers can announce the thesis topics in all study programmes in which they were approved as thesis supervisors in accordance with paragraphs 9 and 10 of this Article, preferably in those study programmes in which they participate in the teaching process.
12. Students select topics for their theses only from topics announced in the AIS: in the winter semester from September 16th until September 30th of the relevant academic year at the latest, and in the spring semester from February 1st until February 15th of the relevant academic year at the latest. Thesis supervisor is obliged to accept one student from among all applicants to a selected topic in the period from October 1st until October 10th in the winter semester and from February 16th until February 25th in the spring semester. After accepting the student, the thesis supervisor is obliged to print out and sign the thesis assignment and hand it out to the accepted student. Signed thesis assignment is part of the thesis at its submission.
13. During the elaboration of a thesis – at least two semesters in case of a bachelor thesis and a diploma thesis in the study programmes at the second level of higher education, and at least three semesters in case of a diploma thesis in doctoral and master's studies in the study programmes combining first and second levels of higher education – a student receives credits for the thesis subject. Duration of the thesis elaboration does not include the semester, in which the thesis is submitted.

14. Elaboration of a thesis is considered a subject; it is therefore evaluated at the defence by a respective classification grade *A – FX* and it is assigned certain number of credits, in compliance with the study plan.
15. Students are obliged to submit their theses to the thesis supervisor for evaluation no later than 10 working days prior to the determined thesis submission date for the given academic year. In case the student fails to respect the date, a thesis supervisor shall not prepare the supervisor's assessment and the thesis shall not be recommended for the defence.
16. Student registered for the thesis defence inserts elaborated thesis in a "pdf" format to the AIS and for printing within the set period and according to the instructions for submission, printing and thesis defence for the relevant academic year.
17. In case a student suffers from a long-term disease or is hospitalised, they are entitled to request the Vice-Rector for Education for a compensatory date of the thesis submission.
18. Result of the thesis originality verification shall be printed by the thesis supervisor and delivered to the Study Office no later than 14 days prior to the thesis defence.
19. Assessment and grading of the thesis shall be carried out by the thesis supervisor and one opponent in the AIS. Opponent must be an expert in the given area.
20. Opponent is nominated by the thesis supervisor, assessed and approved by the Vice-Rector for Education, and appointed by the Rector.
21. Opponent's assessment printed out from the AIS and signed must be submitted to the Study Office no later than 10 calendar days prior to the thesis defence.
22. Thesis defence is not allowed for students with the final evaluation in the supervisor's, consultant's (if appointed), or opponent's assessment stating "*not recommended for the defence*".
23. Thesis is defended in front of a committee consisting of at least 4 members, selected from among professors, associate professors, senior lecturers, or other experts nominated by the Rector and approved by the Scientific Board. Committees are always appointed for a relevant academic year.
24. For the thesis defence, one copy of the thesis is submitted in printed form, and via the AIS in electronic form opponent's assessment, supervisor's assessment, consultant's assessment (if appointed), licence agreements, and the result of originality verification. All costs associated with the direct elaboration of the thesis shall be borne by the student (printing, binding, photos, and other elaboration costs).
25. Chairman of the thesis defence committee manages the thesis defence and is responsible for the committee's work.
26. Thesis defence may last for the maximum of 30 minutes.
27. After the defence, the committee evaluates the thesis and the defence by grades at the closed committee meeting and the evaluation result is entered in the AIS; subsequently the protocol is printed out and signed by the chairman and members of the committee.
28. Student is informed about the defence result immediately after the evaluation by the committee.
29. Should a student fail to defend the diploma thesis (was assigned the grade *FX* and the record "temporarily undefended" is entered into the AIS), they are entitled to request in writing an alternative date to repeat the defence, not earlier than one month of the date of unsuccessful defence.
30. Thesis defence may be repeated once, as specified in Article 27 paragraphs 4 and 6 of these Study Guidelines. In case of unsuccessful repeated defence, a student is entitled to proceed as specified in Article 14 paragraph 4, unless the prescribed duration of the study is exceeded.

Article 29

Regular Study Completion

1. Study at the UVMP in the respective study programme is regularly completed with graduation when a student:
 - a) Completed all obligatory subjects and required number of compulsory optional subjects,
 - b) Earned during the study the required number of credits assigned to the respective study level,

- c) Successfully passed state examinations, as required by the study programme, and successfully defended the thesis.
2. Study at the UVMP is completed as the bachelor's, master's, or doctoral study. The study is regularly completed by passing the state examinations and defending the thesis, namely defence of a bachelor thesis in the bachelor's study, defence of a diploma thesis in the doctoral and master's studies.
3. Study completion date is the date when the last one of the requirements specified for the regular study completion of the given study programme is met. At UVMP, this is the day when the student of the final year of study at UVMP passes the last state examination. The student will be allowed to take the last state examination only if they have fulfilled conditions in line with paragraph 1 item a) of this Article.
4. Overall result of the study and the average study result for the entire study are evaluated at the last state examination, considering the final results of exams.
5. Student *graduates with honours*, if their average result during the entire study was equal to or better than 1.50 and they have passed their state examinations at regular dates with grades *A – excellent* or *B – very good*. Student's entitlement to *graduate with honours* ceases to exist, if during the entire study, they passed exam in any subject on the third retake date or were repeatedly registered for a compulsory subject.
6. *Rector's Award* is granted to graduates who, during their entire study, achieved an average result equal to or better than 1.20, and at the same time they comply with conditions specified in paragraph 5 of this Article and have not received the grade *D – satisfactory* or *E – sufficient* in any of their subjects.

Article 30 **Graduation Certifying Documents**

1. Documents certifying the graduation from a study programme in a particular study branch are:
 - Diploma,
 - Certificate of State Examination,
 - Diploma Supplement.
2. Diploma is a document certifying completion of higher education in an accredited study programme in a particular study branch and being awarded the academic degree. Diploma is issued by the UVMP. As a rule, Diplomas are presented to graduates at the official graduation ceremony.
3. Certificate of State Examination is a document certifying that a graduate passed the state examinations and defended the diploma thesis and the bachelor thesis, including parts thereof, as well as the results achieved. It is issued by the UVMP in the Slovak or English languages. Diploma, Certificate of State Examination, and Diploma Supplement shall be designated with the date of the last state examination.
4. Diploma Supplement is a document containing details of the completed study programme. The data to be included in the Supplement are specified by the generally binding legal provisions issued by the MERDY SR. Diploma Supplement is issued by the UVMP. Graduates receive it together with the Diploma.
5. Graduation certifying documents are public documents.
6. Following the regular completion of study at the UVMP, students receive the Diploma in a combination of the official language and the English language. Diploma Supplement is issued in these languages as well, as a single bilingual document.

Article 31 **Interruption of Study**

1. Interruption of study is decided by the Rector based on the request submitted by a student for health-related reasons or other serious reasons.

2. Students may submit the application for interruption of study throughout the academic year but no later than on August 15th of the respective year and a newly admitted student in the first year of study may submit the application for interruption of study no earlier than on November 15th of the respective year (exception from the specified dates can be granted in case of serious health problems, in the case of a pregnant student and in other cases worthy of a special attention).
3. Interruption of study is recorded in the AIS. After the interruption period elapses, a student registers into the year of study, in which the study was interrupted. Exams passed and credits earned before the interruption, as well as used exam dates, shall be recognized.
4. Rector is entitled, upon a student's request, to extend or prematurely terminate the interruption of study.
5. During the interruption period, the student has no rights or obligations of a student.
6. In the bachelor's study, the study may be interrupted for a maximum of for two years. In the master's and doctoral studies, the study may be interrupted for a maximum of for three years.
7. If the study is interrupted due to child care, the interruption may only last till the child reaches the age of three years.
8. If the study is interrupted for health related reasons, the student must present a medical report.
9. At the registration following the termination of study interruption for health related reasons, the student must present a medical report and consent to continuation of study.

Article 32 **Study Plan for Pregnant Students**

1. Pregnant students are entitled to compile their individual study plan exclusively from subjects that do not represent threat to their health. Such subjects are designated in the recommended study plan.
2. Individual study plan is compiled based on the current study plan in collaboration with the Vice-Rector for Education and subject guarantors, whereas the pregnant student is not obliged to earn the minimum number of credits required for the respective year of study.
3. Student must request an individual study plan or interruption of study within 8 days of the pregnancy confirmation.

Article 33 **Other Types of Study Termination**

1. In addition to regular completion of study, the study may also be terminated by:
 - a) Withdrawal from study,
 - b) Exceeding standard duration of study by more than two years in the full-time form of study and more than three years in the part-time form of study,
 - c) Exclusion from study for failure to satisfy the requirements resulting from the respective study programme and from the Study Guidelines,
 - d) Exclusion from study for a disciplinary offence, as specified in Section 72 paragraph 2 item c) of the Act,
 - e) Cancellation of a study programme, unless a student accepts the offer of a university to continue with the study in a different study programme,
 - f) Death of a student.
2. Study termination date shall be:
 - a) As specified in paragraph 1 item a) of this Article, the date of delivery of the written declaration of the student about withdrawal from the study,
 - b) As specified in paragraph 1 item b) of this Article, the last day of the academic year in which the student was expected to complete the university study,
 - c) As specified in paragraph 1 items c) and d) of this Article, the date when the decision on the exclusion from study came into force,

- d) As specified in paragraph 1 item e) of this Article, the date on which the study programme cancellation was announced by the university.

Article 34 **Withdrawal from Study**

1. A student wishing to withdraw from the study shall announce their decision in writing. In such case, the date of delivery of the written declaration of the student about the withdrawal from the study to the UVMP shall be regarded as the study termination date.
2. In case a student fails to register for a respective year of study on the registration date, not even after having received an invitation to the registration, as specified in Article 13 of these Study Guidelines, the date when such student was expected to register for the following study period or repeatedly register, shall be regarded as the withdrawal date.

Article 35 **Exclusion from Study**

1. In case of the culpable violation of legal provisions, or internal rules of the UVMP, or the public order, Rector may decide to exclude a student from the study, as specified in Section 72 paragraph 2 c) of the Act.
2. Student who fails to meet the requirements resulting from the study programme and the Study Guidelines shall be excluded from the study, as specified in Section 66 paragraph 1 c) of the Act.
3. Decision on exclusion from study shall be in a written form, it shall contain the rationale, and instructions on the possibility to appeal against the decision, and shall be delivered to the student personally.
4. Study termination date is the date when the decision on exclusion from study came into force.
5. Student is entitled to appeal against the decision on exclusion from the study within 8 days of the decision delivery date, by delivering the appeal to the Rector.
6. Rector is entitled to accept the appeal and amend or cancel the decision; otherwise the decision shall be advanced, within 10 days of the delivery date, including the complete documentation, to the AS for decision-making, while supplementing the documentation with the Rector's own opinion on the appeal against the decision on exclusion from study.
7. AS shall amend or cancel the Rector's decision, if it was made in conflict with the Act, internal rule of the UVMP; otherwise the appeal shall be dismissed and the Rector's decision shall be confirmed. AS shall dismiss the appeal, if it was delivered late or by an unauthorised person.
8. AS is obliged to make a decision within 30 days of the student's appeal delivery date. A decision made by the AS shall be final and may not be appealed against.
9. Decision which may not be appealed against is valid. Rector's decision on the exclusion from study, which was not appealed against by a student, becomes effective on the date when the eight-day period elapses. Decision of the AS regarding the appeal against the Rector's decision becomes effective on the date it is delivered to a student.

Article 36 **Rights and Obligations of Students**

1. Rights and obligations of students are specified in Section 69, Section 70 and Section 71 of the Act, in the UVMP Statute, these Study Guidelines and Student Code of Ethics.
2. Students who become liable to pay tuition fees (part-time study, parallel study, exceeding standard duration of study, student studying exclusively in a language other than the official language) are required, upon the receipt of the decision of levying the tuition fees for the respective academic year, to pay the tuition fees by the date specified in the Internal Rule – Tuition Fees and Fees Related to Studies at the UVMP, applicable to a current academic year. In case of a failure to adhere to the specified deadline, such student shall be excluded from study.

3. Students are obliged to inform the Study Office in writing about any changes in their personal data within 8 working days of such change.
4. Students are obliged to carry with them, during the entire education process, including the exams, a student's identity card (student's card).
5. Students are not entitled, without a teacher's consent, to make any audio or audiovisual records of the educational process, nor distribute such records.
6. Students are entitled to inspect their corrected credit tests, exam tests, or any other written tests.

Article 37 **Study Abroad**

1. Students of the UVMP are entitled, as specified in Section 1 paragraph 4 k) of the Act, to study at universities based in foreign countries within the execution of international projects and under bilateral agreements.
2. During their studies abroad, students remain to be the students of the UVMP.
3. At universities based abroad, students of the UVMP shall attend lectures, practicals, professional experience, traineeships and exams for a particular year of study.
4. Credits, exams, undergone professional experience and traineeships abroad shall be recognised to students. In case of significant differences in the teaching process of a particular subject, students are obliged to undergo compensatory practicals at the UVMP, upon an agreement with the relevant Vice-Rector and guarantor of the subject.
5. Continuation into the following year of study is specified in Article 21 of these Study Guidelines.

Article 38 **Scholarships**

1. Procedure of awarding and provision of scholarships at the UVMP is regulated by the Internal Rule – Scholarship Procedure of the UVMP.

Article 39 **Recognition of Education Documents Issued by Universities in Foreign Countries**

1. Diplomas or other documents certifying higher education in veterinary disciplines or passed exams, as well as documents certifying obtaining an academic degree (hereinafter referred to as "Study Document") issued by universities in foreign countries, shall only be valid in the Slovak Republic, if explicitly recognised. Recognition of Study Documents is governed by a separate legislation.

Article 40 **Transfer from a Different University and Change of a Study Programme**

1. Transfer from a different university is only possible for students who passed the admission procedure. Recognition of completed subjects is specified in Article 3 paragraph 4 of these Study Guidelines.
2. Student of the UVMP is entitled to submit a request for the change of a study programme within the same study branch at the Study Office by July 15th of the current year. A student who has been admitted to study without an entrance examination cannot apply for a change to the study programme, in which admission is conditional upon successful completion of the prescribed entrance examination.
3. Such request may not be submitted by a student whose studies are interrupted or terminated at the time of the request submission.
4. Request shall be decided by the Rector. Change of a study programme shall be effective since September 1st of the current year.

Article 41

Academic Mobility

1. UVMP is also entitled to admit for a part of studies, usually in the duration of one semester, a student from a different university, including universities based out of the Slovak Republic, without the admission procedure, in compliance with exchange programme requirements, or based on an agreement between the home university and the host university.
2. Student is only entitled to participate in the academic mobility, if registered as a regular student, and if their study plan is comparable to the study plan of a host university.
3. During the studies at a different university, students are obliged to meet the minimum requirements for being awarded a credit in the registered subjects. If the student fails to pass the exams during the mobility, exams shall be taken after the student returns back, thus obtaining the required number of credits.
4. In case some of the subjects are missing, students participating in the academic mobility are entitled to repeatedly register for such subjects at the registration to the following year of study, upon the prior consent of the relevant Vice-Rector responsible for exchange programmes.
5. After completion of mobility, students are obliged to deliver the documents to the office for Student and Staff Mobility within 7 days.

SECTION B

STUDY GUIDELINES of the University of Veterinary Medicine and Pharmacy in Košice for students of the study programmes at the third level of higher education

Section I General Provisions

Article 1 Introductory Provisions

1. Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “Study Guidelines” and “UVMP”) is the internal regulation of the UVMP, specifying the rules applicable to the studies in accredited study programmes at the UVMP.
2. Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice are binding for all students, university teachers, and other employees who participate in the provision of studies at the UVMP.

Article 2 Postgraduate Study Programme at the UVMP, Standard Duration of Study

1. UVMP provides higher education in accredited study programmes at the third level of higher education: postgraduate study programmes (hereinafter referred to as “postgraduate study”).
2. Study programme is proposed by the committee for creation, modification and periodic evaluation of study programmes and approved by the accreditation committee of UVMP.
3. UVMP provides higher education at the third level in the full-time and the part-time forms of study.
4. Postgraduate study, as the study programme at the third level (Section 2 paragraph 5 of the Act No. 131/2002 Coll. on Higher Education Institutions and on amendment and supplementation of certain acts, as amended, hereinafter referred to as “Act”) is focused on obtaining knowledge based on the current level of scientific and artistic knowledge and primarily on student’s own contribution to such knowledge, which is a result of the student’s research and independent creative activities in the field of science or technology, or independent theoretical and creative activities in the field of arts. Graduates of postgraduate study programmes acquire the third level of higher education.
5. Standard duration of the postgraduate study at the UVMP:
 - a) In the full-time form of study is four academic years; number of credits required for the regular completion of study, for the full-time postgraduate study in the standard duration, is 240 credits,
 - b) In the part-time form of study is five academic years; number of credits required for the regular completion of study, for the part-time postgraduate study in the standard duration, is 240 credits.
6. Postgraduate student can complete the study according to the study programme even earlier than its standard duration, in compliance with the individual study plan, provided such student obtained the prescribed number of credits for the given study programme.
7. Postgraduate study is carried out in compliance with the individual study plan, under the surveillance of the supervisor. It is performed at the training unit, which may be either a workplace of the UVMP (department, clinic, scientific-research centre), which shall create for a postgraduate student professional, material, and technical conditions required for the elaboration of the dissertation, or an external educational institution with which the UVMP has concluded a framework agreement and with which the UVMP shall conclude a separate agreement for each postgraduate student.
8. The position of a supervisor for a given study programme may be held by teachers teaching at the university, where the postgraduate study is carried out, as well as other experts, upon the approval by the Scientific Board of UVMP (hereinafter referred to as “SB”). The position of a supervisor for the topics announced by an external educational institution, may be held by

supervisors approved by such institution. The external educational institution shall provide to SB scientific and pedagogical characteristics of these supervisors.

9. Regular completion of the postgraduate study is conditioned by passing the dissertation examination that is regarded as a state examination, and by the dissertation defence. A dissertation is a form of the final thesis (Section 51 paragraph 3 of the Act).
10. Graduates of the postgraduate study at the third level of higher education are awarded the academic degree of “doctor” (“*philosophiae doctor*”, abbreviated as “PhD”).
11. Postgraduate study in individual study programmes is monitored and evaluated by committees for study programmes at the third level of higher education. For individual study programmes at the third level of higher education, the UVMP establishes committees, members of which are approved by the committee for implementation, development and quality assurance of the study programme. Chairman of the committee is person bearing main responsibility for implementation, development and quality assurance of the study programme. If the UVMP provides the postgraduate study in cooperation with an external educational institution, such external educational institution is adequately represented in the particular committee.

Section II

Study Organisation

Article 1

Basic Requirements for Admission to Study

1. Basic requirement for admission to study programmes at the third level of higher education in the full-time and in the part-time forms of study in accredited study programmes at the UVMP is the completion of study programmes at the second level of higher education or study programmes combining first and second levels of higher education in a related study branch and passing the admission tests.
2. Rector of the UVMP (hereinafter referred to as “Rector”) shall announce the dissertation topics to apply for within the admission procedure, upon the proposal by the person bearing main responsibility for implementation, development and quality assurance of study programme; such announcement shall be made at least two months prior to the deadline for submission of applications to the postgraduate study; in case of topics announced by an external educational institution, the name of such institution shall be stated in such announcement as well. For each announced topic, the following information shall be stated:
 - a) Name of the study branch and study programme, form of study (full-time, part-time), supervisor’s name,
 - b) Place of submission of the application for postgraduate study and a place where students may obtain information on dissertation topics, supervisors and requirements for admission to the postgraduate study,
 - c) Deadline for submission of applications and admission procedure date.
3. Dissertation topics in the Slovak and English languages, including the essentials defined in Article 2 paragraph 2, are published in the Academic Information System (hereinafter referred to as “AIS”) and at the UVMP website.
4. Prior to the commencement of the admission procedure for the postgraduate study, the UVMP as well as the external educational institutions with which the UVMP has signed an agreement, shall announce dissertation topics for individual study programmes, which may be applied to within the admission procedure. For each topic, a supervisor shall be appointed.
5. Proposal of a dissertation topic consists of the following parts – brief and pertinent name of the topic, name and surname of the supervisor, workplace, name of the study programme, substantiation of the need to solve the given topic from the scientific and social points of view, relation to a scientific grant.
6. Topics of dissertation theses are proposed by the supervisor. Topics of dissertation theses for the relevant study programmes are approved by the Rector after assessment by the person bearing main responsibility for implementation, development and quality assurance of the study programme and coordinator of the dominant field of science and research.
7. Supervisor is entitled to announce the topics for the postgraduate study, if the conditions at the workplace are suitable for experimental activities and for the fulfilment of other activities related to the postgraduate study, including sufficient funds.
8. Approved dissertation topics shall be published on the official notice board and at the university’s website. Supervisor is obliged to arrange uploading of the announced dissertation topic to the AIS.

Article 2

Other Requirements for Admission to Study

1. Applicants express their interest in studying at the UVMP by submitting the application to study.
2. The application for postgraduate study shall contain the following:

- a) Applicant's name and surname, academic degrees, birth registration number, date and place of birth, and permanent address,
 - b) Name of the study branch and study programme of the postgraduate study and selected dissertation topic,
 - c) Form of postgraduate study applied for.
3. The applicant shall submit the application together with:
- a) Curriculum vitae,
 - b) Certified copies of documents certifying achieved education (university Diploma, Certificate of State Examination and Diploma Supplement),
 - c) Framework project for the selected topic of the postgraduate study,
 - d) List of published expert and scientific papers,
 - e) Certificate of professional experience, if the applicant was employed prior to the commencement of the postgraduate study,
 - f) Document certifying payment of the admission fee.
4. Applicants shall submit their applications for the study at the UVMP by May 31st of the respective year. Applications for the postgraduate study shall be submitted using the form prescribed by the Ministry of Education, Research, Development and Youth of the SR (hereinafter referred to as "MERDY SR") and shall be delivered by the deadline announced by the UVMP.
5. If the application contains formal deficiencies, or if any of the data are incorrect, incomplete, or improperly documented, the PhD Study Section of the UVMP shall request the applicant to remove such deficiencies, supplement the application, or supplement the data within 10 calendar days. If the applicant fails to remove the deficiencies within the specified period, the UVMP shall not include such applicant in the list of applicants and shall notify the applicant in writing.
6. Within the admission procedure, the applicant shall submit the following:
- a) Letter of invitation,
 - b) Identity document,
 - c) Certified copy* of a diploma certifying regular completion of the second level of higher education, unless already submitted (*a graduate of the UVMP is not required to provide certified copy, they submit only a copy).
7. Special form of admission examination and a relevant method of the execution thereof shall be determined for applicants with specific needs, upon their request and on the basis of assessment of such specific needs.
8. Prior to the admission procedure, applicants with specific needs are entitled to seek consultation with the coordinator for students with specific needs.

Article 3 **Procedure of Admission to Study**

1. Admission procedure is the process enabling an applicant who documents fulfilment of the defined requirements for admission to study to become a student of a selected study programme at the UVMP. An applicant who fails to document the fulfilment of the basic requirements for the admission to study at the time of verification thereof, may be admitted to study conditionally; in such case, the applicant is obliged to document the fulfilment of the basic requirements for the admission to study no later than on the registration date.
2. Admission of an applicant to the postgraduate study at the UVMP is conditioned by successful completion of the admission procedure.
3. Applicants for the postgraduate study shall choose from the list of announced topics, application for two topics in the same study programme is not allowed. The fee for the admission procedure will be paid for each submitted application in accordance with the Internal Rule – Tuition Fees and Fees Related to Studies at the UVMP valid for the relevant academic year.
4. If an applicant for the postgraduate study applies for one of the dissertation topics announced by an external educational institution, such external educational institution must approve their

admission.

5. Admission to the postgraduate study is carried out through the admission procedure held on dates announced usually once, maximum twice within one calendar year. Admission requirements shall be published by the university no later than 2 months prior to the last day reserved for the submission of applications for the postgraduate study.
6. Admission examination date and the contents thereof shall be determined by the Rector. The Rector shall invite an applicant to the admission examination at least 14 days prior to the admission examination date.
7. If an applicant is repeatedly admitted to the study of the same study programme from which they were expelled for not having met the study requirements, such applicant is entitled to apply for the recognition of the exams already passed. Upon a written request for the recognition of passed exams, submitted within 15 days of the delivery date of the decision on admission to study, the Rector of the UVMP is entitled to recognise the exams passed during the previous study of the same study programme, unless the period from the completion of the subject exceeds five years.

Article 4

Admission Committee and Communication of the Admission Procedure Results

1. For the purpose of the assessment of qualification of applicants for the study at the UVMP, the Rector appoints an admission committee, being the Rector's advisory body.
2. Admission examination for the study of a postgraduate study programme shall take place before the admission committee for the third level of high education consisting of the chairman and at least three members appointed by the Rector. As a rule, one of the committee members shall be the person bearing main responsibility for implementation, development and quality assurance of the study programme. At least one of the committee members must hold the academic degree of professor in science and pedagogy or a scientific degree of doctor of science, or must be a researcher employee who achieved the qualification level I. Other members may include associate professors and employees who achieved the qualification level IIa.
3. Rector decides on admission or non-admission of an applicant to the study upon the recommendation provided by the admission committee, which evaluates the applicant's admission procedure results.
4. If an applicant for the postgraduate study selects a topic for the postgraduate study announced by an external educational institution, the admission examination shall be held before the committee consisting of the UVMP representatives and members appointed by the head of such external educational institution. Members of the committee for the study programmes from UVMP are appointed and approved by the Rector. Upon the agreement between the UVMP and the external educational institution, admission examination may also be held at the premises of the external educational institution, under the presence of UVMP representatives.
5. Admission committee shall evaluate the admission examination result at the closed meeting. The committee shall consider the knowledge of subjects representing the theoretical base of the selected study programme, the quality of the framework project for the selected dissertation topic, and foreign language skills; in case of foreign applicants, in addition to the above listed items, also language skills in the Slovak language and one of the world languages are considered. The committee also considers the Student Scientific and Professional Activities (SSPA) carried out during the studies at the second level of higher education. Applicants for study in individual study programmes shall be arranged in the descending order by the evaluation concluded by the admission committee in a particular study programme.
6. Result of the admission examination shall be recorded in the minutes. Admission committee shall submit the proposal to admit a successful applicant to the Rector. In case of a topic announced by an external educational institution, such institution must approve the admission of the applicant.

7. Based on the admission examination result, the Rector shall decide on the admission of the applicant within 30 days of the admission examination date.
8. Admission procedure results shall be announced by the UVMP in a written form, delivered personally to each applicant within 30 days of the verification whether the requirements for the admission to study have been met. The decision on the admission procedure result shall contain the verdict, the rationale, and instructions on the option to appeal against the decision. Rector's decision shall also contain the name of the supervisor.
9. Applicants who receive the decision on non-admission to the postgraduate study are entitled to appeal against the decision on the admission procedure result by sending the appeal to the Rector within 8 days of the decision delivery date. Rector himself/herself is entitled to allow the appeal, in case he/she finds that the decision was made in conflict with the law or with the internal rule, or with the requirements specified in Section 57 paragraph 1 of the Act. Otherwise, the Rector shall advance the appeal to the Academic Senate (hereinafter referred to as "AS"). AS shall change the decision, if it was made in conflict with the law, or with the internal rule of the UVMP, or with the requirements specified in Section 57 paragraph 1 of the Act. Otherwise, the AS shall dismiss the appeal and validate the initial decision. The decision made by the AS is final. Appeal against the decision on the admission procedure result is not subject to the general legal regulation on the administrative proceeding. The reply to the appealing party shall be sent within 30 days of the appeal delivery date.
10. Applicants who receive the decision on admission are obliged to confirm with the UVMP their intention to register for the study by the determined deadline, in form of a return slip; otherwise, their entitlement to register for the postgraduate study ceases to exist (Section 58 paragraph 9 of the Act).
11. Admitted applicants become students of the postgraduate study on the registration date specified by the Rector.
12. If an admitted applicant declares in writing they are not interested in the study at the UVMP, or fails to provide such information within the specified period of time, such applicant's right to register to a particular study programme ceases to exist and the Rector cancels the decision by which the applicant with the following position in the order of results was not admitted and replaces it with a new decision on admission of such applicant to the study.
13. If a postgraduate student registers for a dissertation topic announced by an external educational institution, which has acquired the right to participate in the study programme provision, such student should carry out the scientific part of their postgraduate study in the external educational institution. In such case, the UVMP shall conclude a separate agreement with the external educational institution regarding the postgraduate study of the postgraduate student.

Article 5

Professional Supervision of a Postgraduate Student– Supervisor and Supervisor-Consultant

1. The position of a supervisor for a study programme may only be held by teachers holding the position of a professor and associate professor at the UVMP, researcher at the UVMP with scientific qualification levels I and IIa, as well as other renowned experts from the workplaces of the Slovak Academy of Science and other research institutions, approved by the SB, who achieved the scientific qualification levels I and IIa.
2. Supervisor is obliged to perform regular discussions and consultations with the postgraduate student regarding all issues related to their postgraduate study plan.
3. Supervisor:
 - Supervises the study preparation, acts as a professional guarantor of the scientific preparation of a postgraduate student during their postgraduate study, and proposes internship of the postgraduate student in other domestic or foreign scientific, educational and research institutions,
 - Grants the prescribed number of credits to a postgraduate student for the completion of

particular stages of their individual study of scientific literature, for the completed stages of the scientific part of their study plan, and for the dissertation, if accepted for the defence,

- Submits to the Rector a proposal to exclude a postgraduate student from the postgraduate study and provides their opinions to the requests of postgraduate students for the interruption of their study,
 - Is obliged to fulfil all the supervisor's obligations related to the AIS: upload the dissertation topics announced for the admission procedure, upload for the admitted postgraduate student the name and objectives of the dissertation and the list of literature sources in the Slovak and English languages, upload the supervisor's assessment of the dissertation, record the dissertation methodology, foreign language, and check the upload of the opponent's assessments of the dissertation,
 - At the end of each academic year, performs annual evaluation of activities performed by the postgraduate student, using the prescribed form (Annual Evaluation of the Postgraduate Student for Year ...), including a clearly expressed approval of further continuation with the study or the proposal to terminate the study. The annual evaluation shall be delivered to the PhD Study Section by September 15th of the respective year.
4. Supervisor is not a member of the examination committee before which a postgraduate student takes the dissertation examination.
 5. Supervisor provides the assessment of the activities performed by the postgraduate student (a postgraduate student's work characteristics containing an evaluation of the whole study course) to be attached to the postgraduate student's request for the permission to defend the dissertation, and is present at the dissertation defence. Supervisor delivers one copy of the assessment to the PhD Study Section together with the dissertation.
 6. The change of a supervisor or supervising workplace can be done during postgraduate studies in justified cases (health reasons, retirement, etc.), especially if this creates more favourable conditions for the fulfilment of the PhD study programme. The proposal for a change shall be approved by the Rector upon the proposal of the person bearing main responsibility for implementation, development and quality assurance of the study programme, in the case of an external educational institution the proposal is submitted by the director of the external educational institution.
 7. In case the dissertation topic is of the interdisciplinary nature and exceeds the scope of the given study programme, a supervisor-consultant may be appointed for the postgraduate study.
 8. The position of the supervisor-consultant may be held, upon the approval of Rector, by university teachers holding at least the PhD academic degree, university researcher with scientific qualification levels I and IIa or other renowned experts from research institutions and from the practice, holding the PhD academic degree or with scientific qualification levels I and IIa.
 9. Such supervisor-consultant is appointed by the Vice-Rector for Science, Research and PhD Study upon the proposal of the supervisor and the person bearing main responsibility for implementation, development and quality assurance of the study programme, no later than 24 months after the registration to full-time form of PhD study, or within 36 months after the registration to external form of PhD study.
 10. Supervisor-consultant is appointed exclusively for the postgraduate student's dissertation topic, for the duration of the postgraduate study. Appointment of the supervisor-consultant from the same study programme in which the postgraduate student is studying and from the same supervising workplace at which the postgraduate student is working is not allowed except in justified cases decided by the Rector.
 11. Supervisor-consultant participates in the fulfilment of the tasks related to professional preparation of a postgraduate student by providing consultations and laboratory equipment required for the execution of experiments in the scientific discipline that facilitates the interdisciplinary solution of the basic scientific issues.
 12. Supervisor-consultant is obliged to upload to the AIS the assessment of the postgraduate student's work and activities.

Article 6

Academic Year and Organisation thereof

1. Academic year begins on September 1st of the current year and terminates on August 31st of the following year. Within one academic year, the study is divided into two semesters.
2. Rector, upon the discussions at the meeting of the UVMP Management determines a study schedule for the following academic year.

Article 7

Study Schedule and Organisation thereof

1. Postgraduate study is focused on the scientific research and individual creative activities in the field of research and development.
2. Postgraduate study is carried out in compliance with the individual study plan, representing a part of the postgraduate student's study documentation in the AIS.
3. Individual study plan consists of the study part and the scientific part. It is compiled by the supervisor in cooperation with the postgraduate student.
4. Study part of the postgraduate study consists of lectures, seminars, practical education, and individual study of the literature required in terms of the dissertation topic.
5. Scientific part of the postgraduate study consists of individual work or the team scientific work of a postgraduate student related to the dissertation topic, as well as of the presentation of the scientific work results at scientific events and internships in the home country and abroad.
6. Regular completion of the postgraduate study is conditioned by passing the dissertation examination, which is regarded as a state examination, and the dissertation defence, which is regarded as the final thesis. Dissertation defence (defence of the final thesis) is a state examination and is carried out in front of a committee within the respective study programme at the third level of higher education.
7. Full-time postgraduate study (Section 54 paragraph 11 of the Act) includes also educational activities or other professional activities related to the educational activities, in the extent of maximum 4 hours per week on average per one academic year, in which the education is provided.
8. In the external form of PhD studies, educational activity may be replaced by another professional activity related to educational work, such as conducting final theses, work within the Student Scientific Conference, preparation of teaching aids and textbooks, holiday practice, teaching practice and the like. If it is a postgraduate student who is registered for the dissertation topic written by an external educational institution, UVMP will provide them with opportunities to carry out educational activities or other professional activities related to educational activities in the extent of maximum 4 hours per week on average per one academic year, in which the education is provided.

Article 8

Study Programme, Study Plan

1. Basic requirements for study plans at the third level of higher education in the full-time and the part-time forms of study in accredited study programmes at the UVMP are defined by Article 7 of these Study Guidelines – Section A – accordingly.
2. Specific requirements for study plans at the third level of higher education in the full-time and the part-time forms of study in accredited study programmes at the UVMP are defined in the framework study plans (Tables 1 and 2) and in the following paragraphs of this Article.
3. Accredited study programme of the postgraduate study in the full-time and the part-time forms of study defines the prescribed composition of subjects and the offered subjects, based on which

the postgraduate student compiles, in cooperation with the supervisor, their individual study plan and fills out the registration form in the AIS.

4. Contents of the postgraduate study are defined by the supervisor in form of an individual study plan. The study plan is elaborated using the standard form, at the latest by October 31st of the relevant academic year, specifically with regard to the dissertation topic, and is approved by the person bearing main responsibility for implementation, development and quality assurance of the study programme
5. Study plan is supplemented with the basic dissertation methodology. The methodology shall be prepared by the postgraduate student in cooperation with the supervisor, at the latest by January 31st of the relevant academic year, containing mainly the description of the current situation in the given field, basic scientific, social, and implementation objectives and the schedule of experimental activities.
6. Study plan of a postgraduate student consists of the study part, ending with the dissertation examination, the scientific part, and the dissertation defence.
7. Individual subjects within the study part and the activities within the scientific part are assigned credits.
8. Study part represents 1/3 of the study programme. It is focused on the acquisition of deep theoretical knowledge and the acquisition of the methodology system supported by the knowledge of selected subjects.
9. Individual study plan of the postgraduate student shall contain the list of profile subjects, compulsory optional subjects and foreign language, that the postgraduate student is to complete; the list of subjects for the dissertation examination, selected from the list approved by the committee for study programme at the third level of higher education; and the list of prescribed and recommended literature that the postgraduate student is to study within their individual preparation for the dissertation examination.
10. Profile subjects are determined for a student depending on the requirements for the profile of a graduate of a particular study branch and study programme. Profile subjects are determined by the study programme. A student shall select compulsory optional subjects from the subjects offered within a study programme (Catalogue of Profile and Compulsory Optional Subjects for the third level of higher education), in line with the dissertation topic; these subjects are used to obtain the required number of credits. Completion of a subject usually ends with an exam.
11. Scientific part represents 2/3 of the study programme. It is carried out systematically, by individual activities and team activities in science and research, focused on the dissertation topic. The study also includes an active participation of a student in conferences, seminars, as well as publication activities.
12. Individual study plan of a postgraduate student shall contain the dissertation topic, which may be amended in the registration form of a postgraduate student by the supervisor, upon approval by the chairman of the committee for study programme at the third level of of higher education and by the UVMP Management prior to the dissertation examination.

Table 1 Framework Study Plan for Postgraduate Students with the Full-Time Form of Study

Year of study	Study part	Ends with	Number of credits	Scientific Part	Number of credits	Ends with
1.	Profile subject 1	E	10	Dissertation methodology	20	
	Profile subject 2	E	10			
	Profile subject 3	E	10			
	Compulsory optional subject 1	E	5			
	Compulsory optional subject 2	E	5			
	Foreign language – course	C				
Total number of credits: 60			40		20	
2.	Profile subject 4	E	10	Experimental work	10	
	Profile subject 5	E	10	Dissertation examination	20	SE
	Foreign language	E	5	(dissertation project)		
	Educational activities		5			
Total number of credits: 60			30		30	
3.	Educational activities		5	Experimental work	30	
				Publications	25	
Total number of credits: 60			5		55	
4.	Educational activities		5	Publications	25	
				Dissertation defence	30	SE
Total number of credits: 60			5		55	
Total number of credits: 240			80		160	

Legend: E – exam, C – credit, SE – state exam

Compulsory optional subjects (postgraduate student selects total of 2 compulsory optional subjects “COS” according to the dissertation topic) from the list of COS

Table 2 Framework Study Plan for Postgraduate Students with the Part-Time Form of Study

Year of study	Study part	Ends with	Number of credits	Scientific Part	Number of credits	Ends with
1.	Profile subject 1	E	10	Dissertation methodology	20	
	Profile subject 2	E	10			
	Foreign language – course	C	C			
Total number of credits: 40			20		20	
2.	Profile subject 3	E	10	Experimental work	10	
	Profile subject 4	E	10			
	Compulsory optional subject 1	E	5			
	Foreign language	E	5			
Total number of credits: 40			30		10	
3.	Profile subject 5	E	10	Experimental work	10	
	Compulsory optional subject 2	E	5	Dissertation examination	20	SE
	Educational activities		5	(dissertation project)		
Total number of credits: 50			20		30	
4.	Educational activities		5	Experimental work	20	
				Publications	30	
Total number of credits: 55			5		50	
5.	Educational activities		5	Publications	20	
				Dissertation defence	30	SE
Total number of credits: 55			5		50	
Total number of credits: 240			80		160	

Legend: E – exam, C – credit, SE – state exam

Compulsory optional subjects (postgraduate student selects total of 2 compulsory optional subjects “COS” according to the dissertation topic) from the list of COS

Article 9

Study Programme Subjects

1. Study programme consists of subjects. A subject consists of a study programme unit or a group of study programme units, aimed at the provision of education in the determined area: lecture, seminar, practical education (professional experience and clinical experience), whereas particular forms and proportionality of their use are defined by the study schedule.
2. Each subject contains a code and a name. Basic data on the subject characteristics are contained in the course information letter in the AIS. Guarantor of a subject is obliged to elaborate and regularly update the course information letter at the beginning of each academic year and also to enter it in the AIS and publish for students.
3. By the level of their obligatory nature, subjects included in a study programme are divided into:
 - a) Profile – successful completion of this type of subjects is the precondition for the successful completion of certain part of the study and of the complete study programme,
 - b) Compulsory optional – successful completion of certain part of the study and of the complete study programme is conditioned by the successful completion of the specified number of these subjects, depending on a student's choice, in the structure defined by the study plan.
4. The list of profile or compulsory optional subjects for individual postgraduate study programmes is proposed by the committee for creation, modification and periodic evaluation of study programmes and approved by the accreditation committee of UVMP. At the UVMP level, profile or compulsory optional subjects are listed in the Catalogue of Profile and Compulsory Optional Subjects for the third level of higher education.
5. The extent of lectures, practicals and self-study in profile subjects is scheduled individually for each study programme and subject, for one profile subject the range is 250-300 hours.
6. The extent of lectures, practicals and self-study in compulsory optional subjects is scheduled individually for each study programme and subject, for one compulsory optional subject the range is 125-150 hours.
7. During the postgraduate study, postgraduate students carry out scientific language preparation in at least one world language, unless they submitted, at the admission procedure, a valid document certifying that they passed a state examination in at least one world language.
8. Individual subjects within the study programme must contain mainly the following:
 - Educational contents and education schedule, according to the curricula, containing names of relevant teachers,
 - Requirements for exams, including questions (or areas of questions), and requirements for awarding credits; such requirements must be available to students in the first week of the course on a particular subject,
 - Requirements for the participation in and recognition of practicals,
 - Plan of consulting activities and the method of compensatory attendance to practicals during the semester,
 - Specification of the requirements for a partial exam, which is not compulsory.
9. Completion of a subject consists especially of seminars, consultations, practicals, individual work of postgraduate students, and an exam.
10. Postgraduate student shall complete the profile or compulsory optional subjects approved in the individual study plan.
11. In case of any change in the study programme and the consequent change in the study plan, a new study plan must be elaborated or the original study plan must be amended.
12. The main form of the postgraduate study is the individual study.
13. Completion of study subjects and documenting the language skills is the necessary precondition for the performance of the dissertation examination.
14. Dissertation examination, being a state examination, is regarded as a subject.
15. The study also includes, depending on a particular study programme, the final thesis – a dissertation that represents, together with the defence thereof, a single subject; dissertation

defence belongs to state examinations and is assigned credits.

16. Guarantor of a subject is appointed by the Rector from teachers holding the position of professor and associate professor upon the nominations of the committee for creation, modification and periodic evaluation of study programme.

Article 10

Credit System of the Study

1. Organisation of all levels and forms of higher education at the UVMP is based on the credit system, which enables the evaluation, by means of credits, of student's workload related to the completion of individual subjects, in accordance with the rules defined in the study programme.
2. Credit is a unit of the workload of a postgraduate student and for the postgraduate study it is defined analogically to the bachelor's study, master's study, and doctoral study. In all forms of postgraduate study, the credit system is applied.
3. The main segment of the education is a year of study. The advancement to the following segment of study is obtaining the prescribed number of credits in the given academic year.
4. Credits are numerical values assigned to subjects, expressing the quantity of work required to achieve the prescribed results of the educational process.
5. Standard workload of a postgraduate student per academic year in the full-time form of study is 60 credits (Table 1). Successful completion of the postgraduate study in the full-time form requires 240 credits.
6. The standard workload of a postgraduate student per academic year in the part-time form of study is in average of 48 credits (40-40-50-55-55 credits; Table 2). Successful completion of the postgraduate study in the part-time form requires 240 credits.
7. During the study, a postgraduate student receives credits for the following activities:
 - a) Completion of the study part consisting especially of specialised postgraduate subjects, depending on a study plan of a postgraduate student; the study plan in form of registration form in the AIS is compiled by the postgraduate student, upon the approval by the supervisor, from among the subjects offered for study programme approved by the committee for study programme of third level of higher education in the prescribed structure (Catalogue of Profile and Compulsory Optional Subjects for the third level of higher education),
 - b) Individual creative activities in the field of science (publications, experimental activities, completion of a defined stage in the student's own research work, etc.),
 - c) Performance of educational activities at the UVMP (e.g. running practicals, supervision of bachelor theses, papers written within the SSPA, etc.),
 - d) Study part, ending with the dissertation examination; a postgraduate student obtains 20 credits in total for the successful preparation of dissertation project (a written thesis – dissertation project – handed over and positively assessed by the opponent), its defence, and passing the dissertation examination,
 - e) Postgraduate student obtains 30 credits in total for the elaboration and defence of the dissertation, provided the dissertation was accepted for the defence and successfully defended.
8. Postgraduate programme may also include study at other universities, scientific centres and other institutions, including those based abroad. If a postgraduate student completes a part of the study at a different workplace, all credits obtained at such workplace shall be recognised, provided the postgraduate student was assigned to such workplace in compliance with their study plan.
9. In case of any change in the supervising workplace, change in the form of postgraduate study, or change in the study programme, the credits obtained by a postgraduate student prior to such change may only be recognised, if it complies with their new study plan. Otherwise, a postgraduate student must complete all subjects related to the new study programme.

10. In the full-time and the part-time forms of postgraduate study, a postgraduate student may register for the dissertation examination upon obtaining at least 85 credits for subjects within their study part and the scientific part.
11. A graduate of the part-time or the full-time forms of postgraduate study must obtain at least 240 credits. As soon as the postgraduate student obtains 210 credits during their study, and upon the supervisor's recommendation to accept their dissertation for the defence, a graduate may apply for the permission to defend the dissertation.
12. Within the credit system, a graduate from the full-time and part-time forms of postgraduate study must obtain at least 30 credits for articles published in a scientific journal of the A+, A or A- categories, provided the student is the first author of at least one of such articles and the articles are related to the dissertation topic.
13. Number of credits for publications is specified in Table 3.
14. The summary review of numbers of credits for scientific activities performed by a postgraduate student throughout the year, representing a part of the annual evaluation of the postgraduate student's activities, is presented in Table 4.

Table 3 Number of Credits Granted for Publications – Scientific Publications, Monographs, Patents

<i>Publication category</i>	<i>Publication type</i>	<i>Number of credits</i>
A+	<ol style="list-style-type: none"> 1. Publications (Scientific publications) of a experimental nature in journals registered in Current Contents, WOS and SCOPUS database with IF ≥ 0.8 2. Scientific monographs published by a renowned foreign publisher 3. Chapters in scientific monographs published by a renowned foreign publisher 4. International patent 	30
A	<ol style="list-style-type: none"> 1. Publications (Scientific publications) of a non-experimental nature in journals registered in the Current Contents, WOS and SCOPUS databases with an IF (impact factor) ≥ 0.8 2. Publications (Scientific publications) of a experimental nature in journals registered in the Current Contents, WOS and SCOPUS databases with IF < 0.8 3. Professional monographs published by a renowned foreign publisher 4. Chapters in professional monographs published by a renowned foreign publisher 	20
A-	<ol style="list-style-type: none"> 1. Publications (Scientific publications) of a non-experimental nature in journals registered in the Current Contents, WOS and SCOPUS databases with IF < 0.8 2. Articles in peer-reviewed proceedings of world congresses and conferences published by a renowned foreign publisher 3. National patent 	10
B	<ol style="list-style-type: none"> 1. Articles in scientific journals, unless included as A+, A or A- (peer-reviewed domestic and foreign journals) 2. Articles in peer-reviewed proceedings of foreign congresses and conferences with an international program committee 3. Scientific monographs published by a renowned domestic publisher 	5

Table 4 Credits Granted for Individual Activities in the Scientific Part of the Study Plan of the Postgraduate Student with the Full-Time and the Part-Time Forms of Study

<i>Activity</i>	<i>Execution</i>			<i>Total number of credits for activities</i>
	<i>Date</i>	<i>Credits</i>	<i>Number of outputs</i>	
Dissertation methodology		20		
Dissertation thesis project to the dissertation examination		20		
Dissertation defence		30		
Publications				
<u>Scientific papers, monographs, and patents of:</u>				
a) Category A+		30		
b) Category A		20		
c) Category A-		10		
d) Category B		5		
<u>Scientific papers published in:</u>				
<i>Peer-reviewed scientific journals:</i>				
a) Foreign		5		
b) National		4		
<i>Non peer-reviewed scientific journals:</i>				
a) Foreign		4		
b) National		3		
<i>Peer-reviewed proceedings:</i>				
a) Foreign		5		
b) National		4		
<i>Non peer-reviewed proceedings:</i>				
a) Foreign		4		
b) National		3		
<u>Abstracts:</u>				
a) Foreign conferences		3		
b) National conferences		2		
<u>Active presentations at conferences in:</u>				
a) English language		10		
b) Slovak language		5		
Research projects – co-investigator:		3		
Experimental work				
(According to the framework of study plan)		Tables 1, 2		

Note: Publication activity shall be documented with a list of publications from University Library and Editorial Centre of the UVMP.

Article 11 Study Certifying Documents

- Documents certifying a postgraduate student's study in the full-time and the part-time forms at the third level of higher education in accredited study programmes at the UVMP are defined in Article 12 of these Study Guidelines – Section A – accordingly.

Article 12 Registration of Students

- Basic requirements for the registration of a postgraduate student for the study at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 13 of these Study Guidelines – Section A – accordingly.

Article 13

Registration for and Completion of Subjects

1. Basic requirements for registration for and completion of a subject of a postgraduate student at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 14 of these Study Guidelines – Section A – accordingly.

Article 14

Credit

1. Basic requirements for granting a credit at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 15 of these Study Guidelines – Section A – accordingly.

Article 15

Compensatory Attendance to Missed Lessons

1. Requirements for compensatory attendance to missed lessons at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 16 of these Study Guidelines – Section A – accordingly.

Article 16

Exams

1. Basic requirements for the performance of exams at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 18 of these Study Guidelines – Section A – accordingly.

Article 17

Evaluation of Study Results

1. Basic requirements for evaluation of study results at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 20 of these Study Guidelines – Section A – accordingly.
2. Exam results are entered into the AIS by the subject guarantor.

Article 18

Requirements for Registration into the Following Year of Study and Study Inspection

1. Basic requirements for registration into the following year of study and study inspection at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 21 of these Study Guidelines – Section A – accordingly.
2. Every year, by September 15th of the given calendar year, the supervisor is obliged to send an annual evaluation of a postgraduate student for the previous academic year to the PhD Study Section, containing the statement on continuation or termination of the postgraduate study in the following year.

Article 19

Formal Requirements for Transfer of Credits

1. Basic formal requirements for transfer of credits at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 22 of these Study Guidelines – Section A – accordingly.
2. If an applicant is repeatedly admitted to the study of the same study programme from which they were expelled for not having met the study requirements, such applicant is entitled to apply for the recognition of the exams already passed. Upon a written request for the recognition of passed exams, submitted within 15 days of the delivery date of the decision on admission to study, the Rector of the UVMP is entitled to recognise the exams passed during the previous study of the same study programme, unless the period from the completion of the subject exceeds five years.

Article 20

State Examinations

1. Passing a state examination or state examinations is a required precondition for the successful completion of a study programme.
2. A state examination is an oral exam.
3. Subjects of an accredited study programme, on which the state examinations are compulsory, are listed in the Catalogue of Profile and Compulsory Optional Subjects for the third level of higher education at the UVMP.
4. In the postgraduate study, a state examination is the dissertation examination. Dissertation examination consists of the oral and the written sections.
5. State examination is taken in front of the state examination committee.
6. Dissertation defence is regarded as a state examination.

Article 21

Committees for Study Programmes at the Third Level of High Education

1. Committees are established for individual study programmes. Members of the committees for study programmes at the third level of higher education may be appointed from the teachers holding the position of professor, associate professor, researchers with a scientific qualification levels I or IIa and experts from practice.
2. Members of committees are proposed to the Rector by the person bearing main responsibility for implementation, development and quality assurance of the study programme and approved by the SB.
3. Chairmans of committees for study programmes at the third level of higher education propose to the Rector the nominations of members of committees for the admission of students to postgraduate study programmes, dissertation examination committees and dissertation defence committees, and participate in such committees, provide their statements to the dissertation methodology and to the annual evaluations of students.
4. Chairman of the committees for study programmes at the third level of higher education is usually the person bearing main responsibility for implementation, development and quality assurance of the particular study programme.
5. Chairman of the committees for study programmes at the third level of higher education is appointed by the Rector.

Article 22

State Examination Committee for Dissertation Examination

1. Only university teachers holding the positions of professors and associate professors, as well as

other experts approved by the SB, are entitled to conduct the state examination.

2. Members of examination committees for dissertation examinations are appointed by the Rector, upon the nominations by the person bearing main responsibility for implementation, development and quality assurance of the study programme, from among the persons authorised to conduct exams in subjects of the postgraduate study programme (Catalogue of Compulsory and Compulsory Optional Subjects for the third level of higher education at the UVMP).
3. The dissertation examination is conducted before the committee consisting minimum of 5 members, which must include at least one member from a workplace out of the UVMP and the opponent of the dissertation thesis project to the dissertation examination. At least one member of the committee must hold the scientific-pedagogical title of professor, or hold the position of professor, or hold the scientific degree of Doctor of Science, or be a researchers with a scientific qualification levels I.
4. Supervisor shall not be a member of the examination committee, shall be present, but he/she is not entitled to make decisions regarding the dissertation examination result.
5. Participation of the opponent at the dissertation examination is mandatory.

Article 23

Preparation and Course of State Examination – Dissertation Examination

1. Basic requirements for the preparation and course of the state examination at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 26 of these Study Guidelines – Section A – accordingly.
2. Dissertation examination is a state examination, and it is public (Section 54 paragraph 3 of the Act). The dissertation examination may be held also online if necessary.
3. Postgraduate student with the full-time form of study is obliged to register for the dissertation examination within the period of 18 months of the study commencement date and with the part-time form within the period of 36 months of the study commencement date.
4. Taking the dissertation examination in the full-time and the part-time forms after the above specified period of time is only allowed in justified cases, upon the request submitted by the postgraduate student containing the supervisor's opinion and the opinion of the chairman of the committee for study programme at the third level of higher education and upon the consent by the Rector.
5. Dissertation examination is held from three profile subjects specified in the individual study plan.
6. Granting the approval for the performance of dissertation examination is conditioned by:
 - a) Obtaining minimum 85 credits for the study part and the scientific part of the study plan,
 - b) Completion of all prescribed profile and compulsory optional subjects listed in the individual study plan of a postgraduate student,
 - c) Passing the language exam,
 - d) Elaboration and submission of a dissertation thesis project (written paper) in 2 prints, including the theses of the dissertation, in the extent of minimum 40 and maximum 50 pages.
7. Postgraduate student submits an application for the dissertation examination to the PhD Study Section, upon the opinions by the chairman of the committee for study programme at the third level of higher education and the recommendation of the supervisor.
8. Postgraduate student applies for the dissertation examination by submitting a written part of the dissertation examination, consisting of the elaborated dissertation thesis project for the dissertation topic.
9. Dissertation thesis project contains:
 - a) Overview of the current status of the issue being solved,
 - b) Aim of the work,
 - c) Methodology of the work and research methods,
 - d) References.

10. Opponent shall elaborate an assessment of the dissertation thesis project to the dissertation examination, within 4 weeks of the dissertation thesis project delivery date or they shall notify the chairman of the committee for study programme at the third level of higher education within 1 week, that elaboration of the assessment is not possible.
11. The opponent is appointed by the Rector, upon the nomination by the supervisor and upon the consent by the chairman of the committee for study programme at the third level of higher education.
12. Opponent of the dissertation thesis project to the dissertation examination may only be appointed from among the experts who do not work at the supervising workplace where the postgraduate student performs their activities (i.e. at the department, clinic or external educational institution) and who are not the postgraduate student's co-authors of any publications.
13. Dissertation examination consists of two parts: defence of the dissertation thesis project and the part in which the postgraduate student is to prove their theoretical knowledge of the specified subjects of the dissertation examination within the given study programme.
14. Date, time, and place of the dissertation examination shall be determined by the chairman of the committee for study programme at the third level of higher education, upon an agreement with other committee members, within the period of two months of the date when the application was delivered to the PhD Study Section.

Article 24 **Dissertation Examination Grading**

1. Dissertation examination result shall be decided on by the examination committee by voting at the closed meeting. The decision is effective, if voted for by the absolute majority of the present committee members. In case of a tie vote, the chairman's vote is decisive.
2. The course of both parts of the dissertation examination shall be evaluated by the committee in a comprehensive manner, by expressing the result A, B, C, D, E or FX. The course of the examination is recorded in the minutes, containing the opponent's assessment. The minutes are signed by the chairman and the present committee members.
3. Passing the dissertation examination shall be certified for the postgraduate student in writing by the PhD Study Section.
4. If a postgraduate student is not able, for serious reasons, to take the dissertation examination on the specified date and submits their excuse to the chairman of the examination committee, the chairman is entitled to determine an alternative date. A postgraduate student's withdrawal from the examination or unexcused absence at the examination shall be graded according to the grading scale defined in Article 20 of these Study Guidelines – Section A (*FX – failed*).
5. Postgraduate student who fails the examination is only entitled to retake the examination once, no sooner than three months and no later than one year of the date of the failed dissertation examination.
6. If a postgraduate student fails again at the retake of the dissertation examination, they are excluded from the study.
7. Validity of the dissertation examination lasts for the period of five years of the examination date.

Article 25 **Dissertation and Preparation for Dissertation Defence**

1. Each study programme includes a thesis, representing, together with the defence thereof, one subject. The thesis defence is regarded as the state examination.
2. The thesis at the third level of higher education is the dissertation, possessing the characteristics of the original scientific paper.
3. By the dissertation, students demonstrate their capability and readiness to perform individual scientific and creative activities in the field of research or development. It must possess the

features of the high-level analysis and synthesis of the knowledge, as well as sufficient awareness of the existing scientific literature.

4. The paper must be original, created by the author, while respecting the rules of working with information sources. The study paper must not include plagiarism; it must not violate the copyrights of other authors. Author is obliged to provide a thorough citation of the used information sources, state accurately and specifically the results of research carried out by other authors or collectives of authors by providing the citations of a respective source, describe accurately the used methods and working procedures of other authors or collectives of authors, document laboratory results and field research carried out by other authors or collectives of authors. The citation method is governed by the best practices in the given area of science, while respecting the standards and norms. In the entire study paper, the same citation method must be used.
5. Postgraduate student may submit an application for the permission to defend the dissertation to the PhD Study Section, upon obtaining at least 210 credits, excluding the credits assigned for the acceptance of the dissertation to the defence (30), whereas it is required to complete all compulsory activities during the postgraduate study (e.g. dissertation examination, profile and compulsory optional subjects). A postgraduate student shall submit the application no later than three months prior to the completion of their postgraduate study.
6. Postgraduate student shall possess the documents, certified by the University Library and Editorial Centre of the UVMP, certifying the authorship of the minimum required number of publications, according to the general criteria of the credits system, provided that the student obtained, within the credit system of the full-time and part-time forms of study, at least 30 credits for publications in a scientific journal of the A+, A, or A- categories, being the first author of at least one of such publications, and provided that they are related to the dissertation topic (Table 3).
7. Prior to submitting the application, a postgraduate student is obliged to upload to AIS the dissertation in an electronic form identical to its printed version, fill in the necessary attributes, license agreements and mark the thesis as final. The PhD Study Section will send the work for the originality verification together with the assessments of the opponents, supervisor and supervisor-consultant, if appointed, in electronic form to the Central register of final, rigorous and habilitation theses (Section 63, Paragraph 7 of the Act) and will provide the result of the originality verification as a part of documentation for dissertation defence.
8. Application for the dissertation defence shall be submitted by a postgraduate student together with:
 - a) Application for the dissertation defence confirmed by the supervisor and the head of the relevant supervising workplace,
 - b) Curriculum vitae in the Europass format,
 - c) List of published papers, including complete bibliography data and respective feedback,
 - d) Dissertation in the Slovak language in four copies,
 - e) CD ("pdf" and "word" formats),
 - f) Assessments of the supervisor and the supervisor-consultant, if appointed,
 - g) Nomination of opponents,
 - h) Dissertation examination certificate,
 - i) Outline of the dissertation in an electronic form,
 - j) Licence agreement on using the output – 2 copies,
 - k) Licence agreement on using the dissertation – 2 copies.
9. Postgraduate student shall submit the dissertation for the defence in the Slovak language, written, as a rule, in the plural form of the first person in the past tense. Upon the proposal by the chairman of the committee for study programme at the third level of higher education and the Rector's consent, the dissertation may also be submitted in a language other than Slovak.
10. Dissertation usually contains a theoretical introduction that analyses the current knowledge in the given field, characteristics of the objectives, a detailed description of the used procedures

(methods of work, material), achieved results, evaluation of results, discussion, conclusion (with the emphasis on the benefit for the practice) and the references.

11. Extent and graphical form of the dissertation are specified in the Methodical Guideline for Thesis Elaboration. The recommended font is Times New Roman, size 12. Recommended page setup – line spacing 1.5, left page margin 3.5 cm, right page margin 2 cm, top and bottom margins 2.5 cm, upright page format, A4 format. A dissertation must be written in compliance with the applicable rules of the Slovak language (or a foreign language used), elaborated in the printed form, bound in a hardcover binding (in hard boards), single-side printed (the formal aspect of the theses is regulated by the instructions on writing the final theses).
12. After the delivery of the application for the permission to defend the dissertation, the PhD Study Section advances it to the committee for study programme at the third level of higher education together with the dissertation and other accompanying materials, and requests the chairman of the committee for a respective study programme studied by the postgraduate student, to nominate three opponents.
13. The chairman of the committee for study programme at the third level of higher education provides their statement, within 30 days, on whether the dissertation's quality and form meets the requirements and whether it is recommended for the defence. If the statement of the committee for study programme at the third level of higher education is affirmative, the chairman also nominates three opponents to be approved by the Rector.
14. Upon the nominations by the person bearing main responsibility for implementation, development and quality assurance of the particular study programme, and upon meeting all the requirements, the Rector shall appoint three opponents, while only of them may be from the UVMP.
15. PhD Study Section shall send the postgraduate student's dissertation and the outline to the appointed opponents together with the request for the assessment.
16. Within 4 weeks of the dissertation delivery date, an opponent elaborates and sends the opponent's review to the chairman of the committee for study programme at the third level of higher education or notifies the chairman of the committee for study programme at the third level of higher education within 1 week, that elaboration of the assessment is not possible. If the opponent fails to deliver the opponent's assessment of the dissertation within this period and fails to do so within 10 days upon the subsequent request, the Rector shall appoint a new opponent, upon the nomination by the chairman of the committee for study programme at the third level of higher education.
17. The supervisor elaborates an assessment on the postgraduate student's dissertation, containing a statement regarding the result of the originality verification, uploads it in the AIS and delivers the signed assessment immediately to the PhD Study Section.
18. Licence agreements are signed by the Rector, or by a person authorised by the Rector, within 30 days of the delivery date. One copy of each licence agreement shall be delivered to the author; the second copy is filed in the student's personal file at the PhD Study Section.
19. After the delivery of all opponent assessments, the PhD Study Section shall advance for the defence, within 15 days, the postgraduate student's application for the dissertation defence, including all essentials and opponent assessments, to the chairman of the committee for study programme at the third level of higher education.
20. After the delivery of all opponent assessments, the chairman of the committee for study programme at the third level of higher education proposes to the Rector, within 15 days, the date and place of the dissertation defence. The chairman of the committee for study programme at the third level of higher education proposes the defence date so that the defence takes place prior to the date of postgraduate study termination. The date shall be published at the official notice board and at the UVMP website.
21. Defence place and time shall be determined by the Rector who shall invite in writing the committee members, opponents, the supervisor, and the postgraduate student. The Rector shall

also publish the notice on the defence at the UVMP website, together with the information on where and how the dissertation and the outline are available to any interested persons.

22. Any person interested in the examined topic and the dissertation defence is entitled to provide their statements to the chairman of the committee for study programme at the third level of higher education, no later than one week prior to the defence date, or present their comments verbally at the defence. During the dissertation defence, the postgraduate student shall provide their opinion on such statements or comments.

Article 26

Dissertation Opponents and Opponent Assessments

1. Rector appoints opponents upon the nominations by the chairman of the committee for study programme at the third level of higher education, who may apply the supervisor's nominations. Opponents are chosen from among the experts in the particular area of the study branch or specialty in the study programme of the postgraduate study; at least one or two opponents shall not be employees of the UVMP (in line with Section B, Article 26, paragraph 2 of these Study Guidelines.)
2. Dissertation is assessed by at least two opponents. At least one opponent must hold the scientific and pedagogic degree of professor or hold the position of a professor, or hold the scientific degree of the Doctor of Science, or be a researcher employee with the qualification level I. Other opponents may be persons holding the scientific and pedagogic degree of associate professor, renowned experts with an academic degree PhD, or an older equivalent of the academic degree.
3. The opponent can only be an expert who does not work at the supervising workplace of the postgraduate student (i.e. at the department or clinic). In the case of postgraduate students from an external educational institution, the opponent may not be an employee of that external educational institution.
4. Opponent shall not be a co-author of postgraduate student's publication, their relative, direct superior or subordinate colleague in the employment or in a similar labour relationship.
5. The opponent's assessment shall contain mainly the statements regarding:
 - a) Topicality of the selected topic,
 - b) Selected methods of elaboration,
 - c) Achieved results, including the statement on what new knowledge is brought by the dissertation,
 - d) Benefit for further development of science, technology,
 - e) Whether the dissertation fulfilled the determined objective.
6. In their assessment, an opponent presents their comments, questions, and notes to the dissertation, as well as statements regarding formal aspect of the dissertation. The assessment shall explicitly contain the statement whether the submitted paper meets the requirements specified for the dissertation.
7. Opponent shall evaluate the dissertation with regard to current knowledge of the given area existing at the time when the postgraduate student applies for the permission to defend the dissertation. In the concluding part, an opponent's assessment contains a clear statement of the opponent on whether they recommend or not, based on the submitted dissertation, granting the academic degree *philosophiae doctor* (PhD). Without such statement the opponent's assessment may not be regarded as complete.
8. By virtue of the letter of appointment and the request for the opponent's assessment, the opponent shall send, within four weeks of the dissertation delivery date, two copies of the opponent's assessment, containing the original signature, to the PhD Study Section. An electronic form of the assessment shall also be sent to the PhD Study Section.
9. In the case of one negative opponent's assessment, the dissertation may be accepted for dissertation defence and the result will be decided by the relevant dissertation defence committee.

10. If the opponent's assessment fails to meet the requirements specified in paragraph 5 of this Article, the Rector shall return it to the opponent to be supplemented or amended, and shall determine the period for the repeated submission thereof, not exceeding 30 days.

Article 27

Dissertation Defence

1. Dissertation defence is a state examination subject and must be performed by August 31st of the last academic year of the standard duration of the study. The dissertation defence in exceeded standard duration shall be performed within the period of two years of the elapse of the standard duration of the study and no later than on August 31st of the second year of the exceeded standard duration of the study. In such case, a postgraduate student in the full-time form of the postgraduate study shall not receive the scholarship and continues fulfilling the tasks in the supervising workplace.
2. Dissertation defence is public.
3. Defence is performed before the members of committee for study programme at the third level of higher education for the dissertation defence approved by the SB.
4. Dissertation defence may only be performed, if the absolute majority of the committee members are present, out of the total number of voting members, including the chairman. The dissertation defence may also be held online if necessary.
5. If two opponents are appointed, participation of both opponents is compulsory.
6. If three opponents are appointed, one opponent may be absent. Presence of the opponent is necessary, if such opponent stated in their assessment that the thesis does not meet the dissertation requirements.
7. Opponents are members of the committee and have voting rights. Supervisor is present at the defence and if the supervisor is also a member of the committee, they have voting rights.
8. Dissertation defence is conducted by the chairman of the committee for study programme at the third level of higher education, in exceptional cases by the deputy chairman or by an authorised committee member (excluding the supervisor and opponents).
9. Dissertation defence is performed in form of a brief presentation of research objectives and dissertation results, as well as a scientific discussion among the postgraduate student, the opponents, other defence committee members, and other defence participants, regarding the obtained knowledge and the dissertation's benefit. During the dissertation defence, validity and credibility of dissertation conclusions and suggestions are assessed as well.
10. The defence result is decided on by the committee at the closed meeting, under the presence of the committee members, opponents and the supervisor. At the closed meeting, the course and result of the defence are evaluated, as well as the potential to use the dissertation results in practice. The committee and opponents decide by secret ballot on whether they propose to award the postgraduate student with the academic degree or not.
11. The voting is carried out using ballot papers containing the text *"I agree – do not agree with awarding the academic degree PhD"*. Voters cross the text they do not agree with. No other form of a ballot paper is valid. Voting result is decided by the absolute majority of all committee members authorised to vote.
12. Voting result shall be recorded in the minutes signed by the chairman and all present committee members.
13. Voting result shall be announced by the committee chairman at a meeting open to public.
14. Course of the defence, the questions asked and answers given shall be recorded in writing and attached to the personal file of the postgraduate student, and the result shall be entered in the AIS.
15. The proposal of the defence committee to award or not to award the academic degree of "doctor" (*"philosophiae doctor"*, abbreviated as "PhD") to the postgraduate study graduate, as well as the

documentation regarding the defence and the complete material of the postgraduate student, shall be assessed by the Rector.

16. If the dissertation defence is found not to be in compliance with the law and this internal rule, the Rector shall order repeated performance thereof.
17. The Rector shall send to the postgraduate student, within 30 days, a written notice on awarding or not awarding the academic degree. The notice shall be delivered to the postgraduate student personally.
18. Documents certifying the completion of study shall be issued within 30 days of the regular completion of the study, excluding the cases when a graduate agrees with issuing such documents at a later date.
19. In case of the postgraduate study performed in cooperation with an external educational institution, the diploma shall also contain the name of such institution.
20. If the respective committee for study programme at the third level of higher education finds the application of the postgraduate student for the permission to defend the dissertation, or the dissertation, not meeting the determined requirements, they shall request the student to remove the deficiencies within the specified period of time or to withdraw the dissertation.
21. Postgraduate student may withdraw the submitted dissertation and the application for the dissertation defence by the time the Rector invites in writing the committee members for study programme at the third level of higher education, defence committee members, opponents, the supervisor, and the postgraduate student. If a postgraduate student withdraws their submitted dissertation and the application for the dissertation defence after such date, the defence committee shall vote on whether such action has the same consequences as the committee's decision not to award the academic degree.
22. Postgraduate student for whom the defence committee proposed, due to the dissertation defence result, or due to their unexcused absence at the defence, not to award the academic degree, is entitled to repeatedly apply for the permission to perform the defence in the same study programme no sooner than one year of the date when the defence of their dissertation was held or was supposed to be held. The dissertation defence may only be repeated once, no later than two years of the elapse of the standard duration of study.
23. If the repeated defence is not successful, the postgraduate study is regarded as definitively terminated and unsuccessful.
24. UVMP postgraduate student is entitled to perform the dissertation defence, in case an agreement on joint dissertation defence has been concluded, at a foreign university before the dissertation defence committee with the equal representation of UVMP members, appointed in compliance with Section 63 paragraph 4 of the Act, and members appointed by the foreign university.
25. Dissertation defence of a postgraduate student from a foreign university at the UVMP is carried out as described above.
26. The dissertation defence represents the termination of the postgraduate study.

Article 28

Dissertation Outline

1. Postgraduate student shall submit for the dissertation defence also the outline, i.e. a brief summary of the main results, definition of the benefit, and the feedback data.
2. Outline shall be prepared in the A5 format in an electronic form, in the extent of maximum 24 pages.
3. Outline is being elaborated in the Slovak language, containing the summary in English language, consisting of: introduction, brief review of the issues included, dissertation objectives, selected methods of processing, achieved results, benefit for further development of science and practice and the references.
4. The outline shall also contain the list of all published papers of the postgraduate student that are related to the examined topic, as well as the feedback, stating accurate bibliographic data.

5. Outline shall be sent in an electronic form, no later than 6 – 8 weeks prior to the defence, to opponents, members of the committee for study programme at the third level of higher education, and respective workplaces, as specified in the instructions given by the chairman of the committee for study programme at the third level of higher education.
6. One copy of outline in printed form is archived at PhD Study Section.

Article 29 **Regular Completion of Postgraduate Study**

1. The study in the respective study programme is regularly completed with graduation when a student:
 - a) Completes all profile subjects and the prescribed number of compulsory optional subjects,
 - b) Earns during the study the prescribed number of credits assigned to the respective study level,
 - c) Successfully passes the state examination defined by the study programme and successfully defends the thesis.
2. Students of the postgraduate study complete their study on the dissertation defence date. The study termination date is the date when the last one of the requirements specified for the regular completion of the given study programme is met.

Article 30 **Scholarship and Fees Related to Postgraduate Study**

1. Scholarship and fees related to study at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in the Internal Rule – Tuition Fees and Fees Related to Studies at the UVMP, applicable to the respective academic year.

Article 31 **Documents Certifying Completion of Postgraduate Study**

1. Documents certifying completion of a study programme at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 30 of these Study Guidelines – Section A – accordingly.

Article 32 **Interruption of Postgraduate Study**

1. Interruption of the postgraduate study is governed by the provisions of the Act. A postgraduate student in the full-time form of study is entitled to interrupt their study (also repeatedly) with the aggregate duration of the interruption period of maximum 2 years, excluding a childcare, until the child reaches the age of three years. A postgraduate student's request for the interruption of study shall be commented by the supervisor.
2. Interruption of study is decided by the Rector based on the submitted request, specifying the reasons (health, personal and other reasons).
3. The request for interruption of study may be submitted before the beginning of the academic year after proving that the obligations for the previous academic year have been fulfilled. The Rector may interrupt student's study for serious reasons, especially health reasons, even if the given obligations were not fulfilled.
4. A student who applies for interruption of study and has not fulfilled the conditions of the control stage of study cannot be granted an interruption of study.
5. The Rector is entitled, upon a student's request, to extend or prematurely terminate the

interruption of study.

6. Interruption of study is recorded in the AIS. After the interruption period elapses, a student shall enrol in the year of study, in which the study was interrupted. The exams passed and credits earned before the interruption, as well as the exam dates used, shall be recognized.
7. During the interruption period, a postgraduate student has no rights or obligations of a student.
8. If the study is interrupted for health-related reasons, a postgraduate student must present a medical report.
9. At the registration following the termination of the study interruption for health-related reasons, a postgraduate student must present a physician's statement and consent to the study continuation.

Article 33 **Study Plan for Pregnant Students**

1. Pregnant student is obliged to ask the relevant Vice-Rector for Science, Research and PhD Study, for a special study plan or for interruption of studies, within 8 days from the confirmation of pregnancy.
2. The special study plan is compiled according to the individual study plan and study programme of the postgraduate student in cooperation with the supervisor and the head of the workplace by adapting the conditions of the workplace and taking into account the nature of activities that do not harm the health.
3. A pregnant student, who is prescribed the beginning of the maternity leave by a doctor (usually from the beginning of the eighth to sixth week before the expected day of delivery) is obliged to interrupt study on that day.

Article 34 **Health and Social Insurance**

1. The State pays health insurance for students of PhD study programmes in the full-time form of study if the total duration of PhD study does not exceed the standard duration of study for a postgraduate study programme in the full-time form and the student has not obtained higher education at the third level, or have not reached 30 years of age.
2. For the purposes of social insurance, the postgraduate student in the full-time form of study is considered to be a voluntarily insured person.

Article 35 **Other Types of Study Termination**

1. Basic requirements for other types of termination of the study at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 33 of these Study Guidelines – Section A – accordingly.

Article 36 **Withdrawal from Study**

1. Basic requirements for the withdrawal from the study at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 34 of these Study Guidelines – Section A – accordingly.

Article 37 **Exclusion from Study**

1. Basic requirements for the exclusion from the study at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 35 of these Study Guidelines – Section A – accordingly.

Article 38 **Rights and Obligations of Postgraduate Students**

1. Rights and obligations of students are specified in Section 69, Section 70 and Section 71 of the Act, in the UVMP Statute, these Study Guidelines and Student Code of Ethics.
2. Students who become liable to pay tuition fees (part-time study, parallel study, exceeding standard duration of study, student studying exclusively in a language other than the official language) are required, upon the receipt of the decision of levying the tuition fees for the respective academic year, to pay the tuition fees by the date specified in the Internal Rule – Tuition Fees and Fees Related to Studies at the UVMP, applicable to a current academic year. In case of a failure to adhere to the specified deadline, such student shall be excluded from study.
3. Supervising workplaces of the UVMP are obliged to create such working conditions for a postgraduate student in the full-time form of study that enable the student to perform all parts of their study plan, including the record of their presence at the supervising workplace. The work obligations of a postgraduate student also include the individual study, which may be performed outside of the workplace, but only upon the supervisor's consent and with the knowledge of the senior staff member of the university (Vice-Rector for Science, Research and PhD Study and the head of the workplace).
4. Postgraduate student with the full-time form of study is obliged to inform the PhD Study Section in writing about each change in their personal data (marital status, permanent residence, change of health insurance agency) within 8 working days.
5. Postgraduate students in the full-time and the part-time forms of study are obliged to undergo the occupational safety and health training. The training shall be arranged by the UVMP in cooperation with the PhD Study Section. Completion of the training shall be recorded in writing and filed in the postgraduate student's personal file.
6. For reasons of work safety, the written record of the presence or absence of postgraduate student is important at the supervising workplace to which the postgraduate student is assigned. A postgraduate student in the full-time form of study is entitled, upon the supervisor's approval, to take time off during the winter and main summer holidays, as specified in the academic year schedule in the total length of 25 working days (5 weeks/academic year) without the right to transfer them to the next academic year. A postgraduate student is entitled to be present at the workplace also during the holidays, in order to perform in the full extent the approved individual study plan and the scientific plan. A postgraduate student has the right to a study leave in the duration of 1 week to prepare for the dissertation examination and in the duration of 2 weeks to prepare for the dissertation defence after the previous supervisor's approval and with the knowledge of the head of the workplace.
7. The main organisational document of the work carried out by a postgraduate student is their individual study plan and the resulting lectures, seminars, and other tasks assigned by the supervisor.
8. The postgraduate student may be sent on a business trip, where they perform the tasks specified by the supervisor or the head of the supervising workplace. Before sending the postgraduate student on a business trip, the UVMP and the postgraduate student shall conclude an agreement on the provision of travel compensation in accordance with the Act No. 283/2002 Coll. on Travel Compensation, as amended.
9. The basic obligations of a postgraduate student include:

- a) In cooperation with the supervisor, to select subjects from the Catalogue of Subjects,
 - b) Complete all prescribed profile and compulsory optional subjects,
 - c) Take the dissertation examination on the prescribed date,
 - d) Submit to the Central Register of Theses an electronic version of the thesis, identical to the printed version,
 - e) Upload the dissertation in the AIS, print out the originality verification and 2 copies of a filled out and signed licence agreement on the use of school output,
 - f) Submit the thesis for the originality verification upon the supervisor's consent in a manner avoiding disturbance of the supervisor's scientific work.
10. In case the Rector grants a day off to students of the study programmes at the first and second levels of higher education and study programmes combining the first and second levels of higher education, such day off applies also to postgraduate students in the full-time form of study.

Article 39 Study Abroad

1. Basic requirements for the study abroad at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 37 of these Study Guidelines – Section A – accordingly.
2. Postgraduate study at the UVMP may also be studied in the Slovak language by foreign students coming from the EU countries and foreign postgraduate students (tuition fee payers) studying in the English language, to whom these Study Guidelines shall apply in the full extent.
3. Postgraduate study may be completed within an intergovernmental agreement with the provision of scholarship, as agreed in the convention between the respective countries.

Article 40 Scholarships

1. Procedure of assigning and provision of scholarship at the UVMP are defined in the Internal Rule – Scholarship Procedure of the UVMP.
2. UVMP provides scholarship to students in the postgraduate study programme with the full-time form of study. Students of the postgraduate study programme with the full-time form of study with the permanent residence in a member state is entitled to receive the scholarship throughout the standard duration of study of the study programme to which they were admitted, unless a student has already acquired the third level of higher education (Section 54 paragraph 18 of the Act).
3. Student at the third level of higher education is entitled to receive the scholarship:
 - a) Until the dissertation examination date, in the minimum amount relevant to the 6th pay class and the first pay grade, as specified in the Act No. 553/2003 Coll. on Remuneration of Performance of Work in the Public Sector and on amendments and supplementation of certain acts, as amended,
 - b) After the dissertation examination date, in the minimum amount relevant to the 7th pay class and the first pay grade, as specified in the Act No. 553/2003 Coll. on Remuneration of Performance of Work in the Public Sector and on amendments and supplementation of certain acts, as amended.
4. An external educational institution provides scholarships from the funds reserved for such purpose in their budget.
5. Postgraduate student shall not receive the scholarship during the study interruption period and after the study duration terminates.
6. Provision of scholarships for postgraduate students with the full-time form of study shall terminate on the last day of the month when the dissertation is successfully defended.

Article 41

Recognition of Education Documents Issued by Universities in Foreign Countries

1. Diplomas or other documents certifying the higher education in veterinary disciplines or the passed exams, as well as documents certifying obtaining an academic degree (hereinafter referred to as “Study Document”) issued by universities in foreign countries, shall only be valid in the Slovak Republic, if explicitly recognised. Recognition of Study Documents is governed by a separate legislation.

Article 42

Change of a Study Programme, Change of a Study Form and Transfer from a Different University

1. Postgraduate student of the UVMP has the right to apply for a change of study programme within the same study branch; a change of study programme within the same study branch is not made through the admission procedure.
2. A postgraduate student's application for a change of study form is an application for a change of study programme.
3. A postgraduate student may apply for a change of study programme at the earliest after the end of the winter semester of the first year of study and at the latest within 18 months in the full-time form of study, or within 36 months in the part-time form from the beginning of the study.
4. A postgraduate student applying for a change of study programme must prove that the conditions of the control stage of study in the original study programme have been fulfilled.
5. In case of any change in the study programme and the consequent change in the study plan, a new study plan must be elaborated or the original study plan must be amended.
6. Postgraduate student of the UVMP is entitled to apply for the change of a study programme during their postgraduate study in justified cases, mainly if it results in creating more favourable conditions for the postgraduate students' performance of the study plan.
7. Changes of a study programme according to paragraph 6 are decided on by the Rector, based on a request filed by a postgraduate student and upon the statements provided by the supervisor and the person bearing main responsibility for implementation, development and quality assurance of the study programme.
8. Duration of the postgraduate study includes also an aliquot part of the duration of the studied study programme prior to the change of a postgraduate study programme.
9. Filing such request is not allowed for students whose study is interrupted or terminated at the time of filing the request.
10. Transfer from a different university is only allowed upon passing the admission procedure. Recognition of the completed subjects is defined in Section B, Article 3, paragraph 7 of these Study Guidelines.

Article 43

Academic Mobility

1. Basic requirements for the academic mobility at the third level of higher education in the full-time and the part-time forms in accredited study programmes at the UVMP are defined in Article 41 of these Study Guidelines – Section A – accordingly.
2. Study stay abroad is recommended for successful completion of postgraduate study.

Section III

Transitional and Concluding Provisions

Article 1

Concluding Provisions

1. Decision-making on issues related to study at the UVMP, which are not explicitly specified by these Study Guidelines, is governed by the Act No. 131/2002 Coll. Higher Education Institutions and on amendment and supplementation of certain acts, as amended, and related legal regulations issued after these guidelines became effective.
2. Decision-making regarding issues related to study at the UVMP not explicitly specified by these Study Guidelines, fall within the competence of the Rector.
3. Study Guidelines of the UVMP, including any and all amendments thereto, are subject to the approval by the AS of the UVMP, upon which they enter into force and become effective.
4. These Study Guidelines of the UVMP were approved at the meeting of the Academic Senate of the UVMP on August 27th 2024, and became effective on September 1st 2024. Since the effective date of these Study Guidelines of the UVMP, the Study Guidelines of the UVMP dated on August 24th 2023, become void.

In Košice, on August 27th 2024

Prof. Slavomír Marcinčák, DVM, PhD

Chairman of the Academic Senate
of the University of Veterinary Medicine and
Pharmacy in Košice

Prof. Jozef Nagy, DVM, PhD

Rector
of the University of Veterinary Medicine and
Pharmacy in Košice