



**EKONOMICKÁ UNIVERZITA
V BRATISLAVE**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

A/7/2023

**Academic Regulations of the University of Economics in
Bratislava**
(Consolidated Text)

2023

Academic Regulations of the University of Economics in Bratislava (hereinafter "the Academic Regulations") are issued as an internal regulation of the University of Economics in Bratislava, in accordance with Article 15(1)(b) of the Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended by subsequent regulations (hereinafter "the Act"), as modified by Appendix 1 discussed and approved by the EUBA Academic Senate on 10 November 2016, which became valid as of the date of approval thereof by the EUBA Academic Senate and effective as of 15 November 2016, as modified by Appendix 2 discussed and approved by the EUBA Academic Senate on 11 May 2017, which became valid as of the date of approval thereof by the EUBA Academic Senate and effective as of 1 September 2017, and as amended by Appendix 3 discussed and approved by the EUBA Academic Senate on 27 June 2023, which became valid as of the date of approval thereof in the EUBA Academic Senate and effective as of 27 June 2023.

Article 1

Introductory Provisions

- (1) The Academic Regulations regulate university studies (hereinafter "the studies") at the University of Economics in Bratislava (hereinafter "EUBA") and its faculties.
- (2) The Academic Regulations are binding on students studying at all levels and in all modes of study, including students in joint study programmes, exchange students studying at EUBA and its faculties, teaching staff, and other specialist staff members who are responsible for the studies and organisation thereof.

Article 2

Study Levels and Study Duration

- (1) EUBA provides higher education in accredited study programmes at all three higher education levels.
- (2) The first level of studies is delivered in bachelor's study programmes. The standard duration of bachelor's study programmes in full-time as well as part-time mode of study is three academic years.¹
- (3) The second level of studies is delivered in master's study programmes. The standard duration of master's study programmes in full-time as well as part-time mode of study is two academic years.²
- (4) The third level of studies is delivered in doctoral study programmes. The standard duration of doctoral study programmes in full-time mode of study is three academic years; in part-time mode four academic years.³
- (5) Studies in a study programme may not exceed its standard duration (Article 51(4)(h) of the Act) by more than two years (Article 65(2) of the Act).

¹ does not apply to bachelor's study programmes under Article 20(1) of the Academic Regulations

² does not apply to master's study programmes under Article 20(1) of the Academic Regulations

³ does not apply to doctoral study programmes under Article 20(1) of the Academic Regulations

Article 3

Field of Study, Study Programme, Curriculum and Joint Study Programmes

- (1) The field of study is a sphere of knowledge that can be the subject of higher education at the bachelor's, master's, or doctoral levels. It is defined by its content that, in turn, is characterised particularly by the spheres and scope of knowledge, abilities, and skills which are to be attained during the studies.
- (2) The study programme is a set of subjects involving educational activities such as lectures, seminars, tutorials, theses, project work, laboratory classes, internships, field trips, practicals, state examinations and a combination thereof (hereinafter referred to as "the subjects") and a set of rules designed in a way such that a successful completion of the above-mentioned educational activities in compliance with these rules allows a university degree award (Article 51(2) of the Act). In the case of part-time studies, the subjects also include tutoring.
- (3) One unit of teaching time corresponds to 90 minutes, i.e. two lessons of direct teaching activity.
- (4) It is obligatory for students in all study programmes to write a thesis. Writing and defending a thesis constitutes one subject, and the thesis defence is considered to be one of the state exams. The uniform procedure for theses processing, originality check, registration, storage, and making theses available at EUBA is regulated by a separate internal directive.
- (5) The student's curriculum determines the chronological order and sequence of the content for subjects as well as the forms of evaluating learning outcomes. With the exception of learning outcome evaluation forms, the student may design their curriculum either on their own or in cooperation with a study advisor under these Academic Regulations (and in compliance with the set rules).
- (6) In order to provide assistance to students as regards designing their curricula, EUBA faculties have student advisors, who are appointed by the Dean from among the University's teaching staff. There is at least one study advisor at each faculty.
- (7) A bachelor's study programme as a first-level study programme is aimed at acquiring theoretical and practical knowledge based on the current state of knowledge in economic and social sciences. Bachelor's study programmes with vocational focus are geared towards mastering application of such knowledge in professional life. Academically oriented bachelor's study programmes prepare students for subsequent studies at master's level. The bachelor's thesis is the final thesis completing studies in a bachelor's study programme (hereinafter "bachelor's studies"). Graduates from bachelor's degree programmes acquire first-level higher education qualifications. Graduates from EUBA bachelor's degree programmes are awarded the academic degree of "Bachelor" (abbreviated as "Bc.").
- (8) A master's study programme as a second-level study programme is aimed at acquiring theoretical and practical knowledge based on the current state of knowledge in economic and social sciences and also at developing the ability to apply such knowledge creatively in one's professional life or during subsequent doctoral-level studies. Graduates from master's degree programmes acquire second-level higher education qualifications. The master's thesis is the final thesis completing studies in a master's study programme. Graduates from master's degree programmes (hereinafter "master's studies") are awarded by EUBA the academic title of "Inžinier" (abbreviated as "Ing."), or the academic title of "Master" (abbreviated as "Mgr."), depending on the relevant study programme.
- (9) A doctoral study programme as a third-level study programme is aimed at acquiring

expertise based on the current state of scientific knowledge, but particularly on the student's own contribution towards scientific knowledge, resulting from scientific research and independent innovative activities in science. Graduates from doctoral degree programmes acquire third-level higher education qualifications. Studies in a doctoral study programme (hereinafter "doctoral studies") are conducted following an individual curriculum under the guidance of the student's thesis advisor. Doctoral studies consist of an educational part and a research part. The educational part of doctoral studies involves particularly lectures, seminars and individual learning using specialist literature, required in regard to the dissertation's thematic focus. The research part of doctoral studies consists of the doctoral student's individual or team research work related to the dissertation topic. Full-time doctoral studies also include teaching activities to be performed by the student to the extent of no more than two units of teaching time per week in the academic year, in addition to tutoring. Doctoral studies are completed by defending the dissertation thesis (Article 13(1) of the Academic Regulations). The dissertation thesis defence is intended to demonstrate the student's ability and readiness to conduct independent research and innovative activities in research and development. Doctoral graduates are awarded by EUBA the academic title of "Doctor" ("Philosophiae Doctor", abbreviated as "PhD."), which is appended to the name.

- (10) EUBA or its faculties may offer study programmes in cooperation with other higher education institutions, including those that are based in countries other than the Slovak Republic. Students admitted to a study programme provided by several higher education institutions (hereinafter "the joint study programme") take some of the semesters of their studies at EUBA and some at the partner institution. EUBA and its partner higher education institution cooperate in designing the joint study programme and in the decision-making process concerning the admissions procedure and the fulfilment of the conditions required for regular completion of studies. The terms and conditions for such cooperation are laid down in an agreement concluded by EUBA and its partner higher education institution.

Article 4 **Registration for Study**

- (1) Serving to the applicant the notice of admission for the relevant study programme in a prescribed manner gives rise to the applicant's right to register for study. The date, place and form of registration is determined, and notified to the admitted applicant, by the appropriate EUBA faculty.
- (2) The applicant who upon a EUBA faculty's written request to confirm whether they are going to register provides a negative reply or fails to provide a reply at all within the set time limit will no longer be eligible to register as a student. Applicants conditionally admitted to studies are obliged to prove the fulfilment of basic admission requirements (Article 56 of the Act) no later than the study registration date, or the last day of the registration period; otherwise, they will no longer be eligible to register as students.
- (3) Admitted applicants who register as students before the start of the academic year in which such applicants' studies are to commence become students as of the academic year start, unless they notify the appropriate EUBA faculty about cancelling their registration in writing, no later than 15 August before the academic year start (Article 69(2) of the Act).
- (4) The student is obliged to attend the freshmen registration or advance registration on a date(s) as stipulated by a EUBA faculty. A student may also be registered by their

representative under an officially authenticated power of attorney, who must submit all the documents as required for registration by EUBA or its faculties. Students who, on serious grounds, cannot attend the scheduled registration either in person or through an authorised representative, will notify this fact to the Dean of the appropriate faculty in writing without undue delay, but, in any case, no later than within 5 days of the scheduled registration date, and apply for an alternative registration to be held no later than the beginning of winter semester instruction in accordance with the approved Academic Calendar.

- (5) Once a year, usually on the advance registration date, students are obliged to sign and accept from the appropriate EUBA faculty an advance registration certificate.
- (6) Students who are not nationals of any member state of the European Union or of another state party to the Agreement on the European Economic Area or of the Swiss Confederation (hereinafter "Member States"), or students who are not allowed to stay in a Member State, must submit a residence permit for the Slovak Republic and prove that they have met any further requirements under legal regulations governing the stay of foreigners in the territory of the Slovak Republic. Scholarship recipients⁴ submit a copy of their scholarship award certificate.
- (7) Registration for study in a study programme delivered by the appropriate EUBA faculty may also be requested, in writing, by students admitted to another university for a study programme at the relevant level of study in the same or similar field of study.
- (8) Students to whom the provisions of paragraph 7 of this Article hereof apply must submit a written application for registration to the Dean of the appropriate faculty no later than 21 August of the given year. The student must attach to the application the consent of the Dean of the faculty where the student is registered on the date of submitting the application under paragraph 7 of this Article hereof, as well as an academic transcript certified by the faculty where the student is registered.
- (9) The Dean of the appropriate EUBA faculty will decide on the application submitted by the student to whom paragraph 7 of this Article hereof applies, no later than 30 days of the delivery of all documents required.
- (10) The student becomes a student of the appropriate EUBA faculty on the registration date under paragraph 7 of this Article hereof. The student's former study is considered to be withdrawn from on the day preceding the date of registration at EUBA or at the appropriate EUBA faculty. The EUBA faculty which allowed the student to register will inform the university from which the student withdrew, no later than three working days of the registration, about the registration particulars including the name of the student, registration date and the study programme the student registered for.
- (11) Should the student or their authorised representative fail to attend the advance registration or re-registration after an interruption of study and the student fails to excuse themselves and fails to request an alternative registration, the appropriate EUBA faculty will invite the student in writing to appear for registration within ten working days of the delivery of such invitation.
- (12) If the student, after receiving the invitation, fails to attend the registration within the prescribed period and they do not apply for an extension of the registration period for health reasons which have prevented them from attending the registration, the last day of the advance registration period, i.e. usually 1 September of the respective calendar year, or the last day of the re-registration period, i.e. usually 1 September of the respective calendar year, or 1 February of the respective calendar year, is considered to be the day on which the student withdrew from their studies.

⁴ **Act No. 392/2015 on development cooperation and on amendments and supplements of certain laws**

- (13) The Registration and Records Office of the respective faculty will record the registration in the student's files and issue and certify a registration certificate for the student. The Registration and Records Office will also enter the required data into the student register in accordance with Article 73(3) and 73(4) of the Act.

Article 5 Academic Year

- (1) The academic year starts on 1 September of the given calendar year and concludes on 31 August of the next calendar year.
- (2) The academic year is divided into two semesters - winter semester and summer semester.
- (3) Bachelor's, master's, and doctoral studies at EUBA start at the beginning of the respective winter semester.
- (4) Following its approval by the EUBA Rector's Board the academic calendar must be published as a binding internal regulation no later than six months prior to the academic year start.

Article 6 Modes and Methods of Study

- (1) A study programme may be carried out as a full-time study programme or a part-time study programme.
- (2) In the full-time mode of study, a student's academic load in the recommended curriculum, including self-study and independent creative activities, amounts to 1,500 – 1,800 hours per academic year, depending on the individual study programme. In the full-time mode of study, students daily attend educational activities such as lectures, lectures for doctoral students, seminars, tutorials, and internships as determined by the appropriate study programme. A successful completion of the prescribed educational activities and fulfilment of the established requirements is a prerequisite for obtaining a higher education degree.
- (3) In the part-time mode of study, a student's academic load in the recommended curriculum, including self-study and independent creative activities, amounts to 750 – 1,440 hours per academic year, depending on the individual study programme. In a part-time mode of study, students are predominantly involved in self-study and participation in prescribed tutoring appointments.
- (4) Educational activities under Article 3(2) of the Academic Regulations in the full-time or part-time mode of study can be carried out as follows:
 - a) as face-to-face studies, or
 - b) as distance learning studies, or
 - c) as combined studies.
- (5) The face-to-face mode of study involves the teaching process where there is a direct contact between the teacher and the student. The distance mode of study replaces the direct contact between the teacher and the student through information and communication technologies, primarily based on the use of computer networks. The combined mode of study is a combination of face-to-face and distance methods with the predominance of a direct contact between the teacher and the student.
- (6) The same methods are applied in a full-time and a part-time mode of study. If application of the same methods is not possible, any inevitable differences in the delivery of the study programme in a full-time or a part-time mode must not have a negative impact on learning outcomes.

- (7) Lectures for students are given by university teachers holding the position of Professor or Associate Professor in accordance with Article 75 of the Act. Lectures from selected chapters at the first two higher education levels are also given by university teachers holding the position of Assistant Professor.
- (8) Seminars and tutorials are carried out, apart from professors and associate professors, by assistant professors, assistants, lecturers, and full-time doctoral students, or any other experts with the consent of the EUBA Rector or Dean of the appropriate faculty.
- (9) In addition to teaching activities according to the curriculum in a particular study programme, university teachers also provide students with individual tutoring, for which they allocate a reasonable time of at least two tutoring hours per week (1 hour = 45 minutes). Tutoring hours can be provided as two separate hours or as one two-hour tutoring session. Teachers' tutoring hours for the given semester are published for students by the appropriate departments before the instruction in the semester starts. Individual tutoring is no substitute for teaching and learning activities.
- (10) Student participation in selected educational activities under Article 3(2) of the Academic Regulations - seminars, tutorials, laboratory classes, practical training and internships, field trips and educational activities intended for part-time students – is mandatory. Teachers have the right to excuse absences of a student in individual educational activities up to 25% of such instances of absence, and establish substitute activities. Further 25% of instances of absence due to documented and serious reasons can be excused by the head of the department which is the guarantor for the teaching of the subject. The head of the department establishes substitute activities by mutual agreement with the teacher. Any absence in excess of the above-mentioned limits is considered an unsuccessful completion of the subject and will be handled according to Article 7 of the Academic Regulations.

Article 7 Credit System

- (1) Organisation of studies at EUBA is based on a credit system. The credit system uses credit accumulation and credit transfer. Using credits, the system allows an assessment of students' academic load associated with completing the subjects in accordance with the rules contained in the study programme.
- (2) Credits are numerical values assigned to subjects that represent the student's academic load required to achieve the prescribed learning outcomes.
- (3) The student's standard academic load for one academic year in full-time studies is expressed as 60 credits, i.e. 30 credits per semester.
- (4) The student's standard academic load for one academic year in part-time studies is expressed as no more than 48 credits, depending on the standard duration of studies in the respective study programme and on the number of credits required for proper completion of such study programme.⁵
- (5) A student will obtain credits for a subject, if his/her results have been graded by one of the grades A to E. EUBA or its faculties may decide in respect of certain selected subjects that such subjects are not to be graded, and may determine the criteria for a successful completion of such subjects as well as conditions for acquiring credits.
- (6) Credits obtained for completed subjects are added up. The total number of credits required for a student to successfully complete their studies is determined at EUBA, depending on

⁵ does not apply to study programmes under Article 20(1) hereof

the study programme, as follows:

- a) for the bachelor's study programme (first-level study programme) - at least 180 credits,
 - b) for the master's study programme (second-level study programme) - at least 120 credits,
 - c) for the doctoral study programme (third-level study programme) - at least 180 credits.
- (7) Subjects included in a study programme are divided into the following categories:
- a) compulsory subjects - their completion is a pre-requisite for successful completion of the study programme or one of its parts,
 - b) elective subjects - completion of a specified number of subjects of the student's choice in this category is a pre-requisite for successful completion of the study programme or one of its parts,
 - c) optional subjects - these are all other subjects in the study programme or offered by other study programmes, and their choice is subject to obtaining a specified number of credits in the given part of study,

and all subjects in a study programme are also divided as follows:

- a) subjects without prerequisites - enrolment onto such subject does not require, as a prerequisite, the completion of another subject(s),
 - b) subjects with prerequisites - subjects contingent upon the completion of another subject(s).
- At least 15 students, excluding doctoral students, are required for an elective subject or an optional subject to be taught. If the number of students enrolled on any of the subjects does not reach the minimum number as required, the students who are already enrolled are obliged to choose another subject from this category of subjects.
- (8) Producing and defending a thesis constitutes one subject, for which students are awarded credits.⁶
 - (9) The final thesis defence is considered a state examination.
 - (10) Each state examination is assigned a certain number of credits as per the study programme.⁷
 - (11) Individual faculties will establish a recommended curriculum for students in each study programme such that by completing the curriculum the student automatically meets the requirements for a successful completion of their studies within the normal period of study. When developing the recommended curriculum, the faculties follow the recommendations for establishing curricula, approved by the EUBA Academic Senate. The recommended curriculum involves subjects having such total credit value and being of such kind (compulsory, elective, and optional) that in every part of the study performance assessment all of the requirements are met to allow a student to continue in the next part of their studies. At the respective study level, a student can only enrol in such subjects that are intended for the given study level.
 - (12) If a student enrolls in a compulsory subject in the respective academic year and fails to complete it successfully, they may enrol in the subject repeatedly. Repeated enrolment in an unsuccessfully completed subject is possible only once during the given level of study. After the second unsuccessful attempt to complete a compulsory subject, the student is expelled from studies for non-compliance with the requirements resulting from the study programme and from EUBA Academic Regulations.
 - (13) If a student enrolls in an elective subject in the respective academic year and fails to complete it successfully, they may enrol in the subject repeatedly. Repeated enrolment in

⁶ does not apply to study programmes under Article 20(1) hereof

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an unsuccessfully completed subject is possible only once during the given level of study. Instead of an unsuccessfully completed elective subject the student may choose another subject for repeated enrolment from among elective subjects on offer. After the second unsuccessful attempt to complete the chosen elective subject, the student is expelled from studies for non-compliance with the requirements resulting from the study programme and from EUBA Academic Regulations.

- (14) If a student enrolls in an optional subject in the respective academic year and fails to complete it successfully, they may enrol in the subject repeatedly. Instead of an unsuccessfully completed optional subject the student may choose another subject for repeated enrolment from among optional subjects on offer.
- (15) If the student has achieved a sufficient number of credits, the student does not have to enrol in any optional subject.
- (16) During advance registration, the student, in cooperation with the Faculty's Registration and Records Office, makes an entry in the Academic Information System (hereinafter "the AIS") of the transfer of an unsuccessfully completed subject.
- (17) The student is free to choose also other subjects beyond the framework of their study programme from among elective or optional subjects. The obligations resulting from the student's chosen and registered curriculum are mandatory for them, even if they have chosen, and enrolled in, a subject beyond the framework of the obligations prescribed by the study programme.
- (18) To be allowed to register for the next year of study, the student must obtain the required number of credits from all subjects enrolled in by the student in the previous year.
- (19) The minimum number of subjects that a student is obliged to enrol in in one year of study corresponds, in terms of credits, to 60 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the subjects that the student enrolls in for the second time, credits for the final thesis and its defence and credits for state examinations.
- (20) The maximum number of subjects that a student can enrol in in one academic year, except for first-year students, corresponds, in terms of credits, to 150 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the subjects that the student enrolls in for the second time, credits for the final thesis and its defence and credits for state examinations. The maximum number of subjects that a student can enrol in in the first year of their first-level studies corresponds, in terms of credits, to 100 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the subjects that the student enrolls in for the second time, credits for the final thesis and its defence and credits for state examinations. The maximum number of subjects that a student can enrol in in the first year of their second-level studies corresponds, in terms of credits, to 125 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the subjects that the student enrolls in for the second time, credits for the final thesis and its defence and credits for state examinations.
- (21) If a student has enrolled in such a number of subjects in one year of study that corresponds, in terms of credits, to 100 per cent or more of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the final thesis and its defence and credits for state examinations, and fails to obtain in the year under evaluation the full number of credits from the enrolled subjects, but, in any case, fails to obtain no more than 20 per cent of the number of credits reflecting a standard academic load of a student in the

relevant study programme for the entire academic year, the student may obtain such credits in the following year of study by repeated enrolment in, and completion of, such subjects in accordance with the provisions of this Article hereof without having to submit an application that would allow the student to continue in their studies.

- (22) If a student has enrolled in such a number of subjects in one year of study that corresponds, in terms of credits, to less than 100 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the final thesis and its defence and credits for state examinations, but, in any case, has enrolled in at least 75 per cent of such number of credits and fails to obtain in the year under evaluation that number of credits from the enrolled subjects, but, in any case, fails to obtain no more than 15 per cent of the number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, the student may obtain such credits in the following year of study by repeated enrolment in, and completion of, such subjects in accordance with the provisions of this Article hereof without having to submit an application that would allow the student to continue in their studies.
- (23) If a student has enrolled in such a number of subjects in one year of study that corresponds, in terms of credits, to less than 75 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the final thesis and its defence and credits for state examinations, but, in any case, has enrolled in at least 60 per cent of such number of credits, the student is obliged to obtain in the relevant academic year at least 60 per cent of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year, excluding credits for the final thesis and its defence and credits for state examinations.
- (24) If a student fails to obtain such number of credits out of the total number of credits reflecting a standard academic load of a student in the relevant study programme for the entire academic year under the preceding provisions of this Article hereof as would allow the student to continue, with no disruption, in their studies without having to submit an application to continue in their studies, but, if, in any case, the student obtains the minimum number of credits as required under the preceding provisions of this Article hereof, the student may request the Dean of the relevant faculty to be allowed to continue in their next year of study and obtain the credits in the next year of study by enrolling in, and completing, such subjects in accordance with the provisions of this Article hereof.
- (25) To advance to the next year of study, the student is obliged to obtain at least 36 credits out of the total number of credits reflecting the academic load of a student in the relevant study programme for the entire academic year, or to meet the requirements required for attending a state examination.
- (26) All calculations related to the number of credits and to the number of subjects under this Article hereof are rounded up to a whole number.
- (27) During the examination period in the relevant semester, the student can only obtain credits for those subjects they have enrolled in for such period of study.
- (28) Both first-level and second-level full-time studies involve, if so stipulated by the study program, practical training that the student is obliged to complete to the extent as required. Practical training is a subject for the completion of which the student is awarded credits and which is assessed by granting a course completion credit (fail/pass). The course completion credit for practical training is granted to the student by the teacher determined by the Faculty Dean.
- (29) The student studying in a doctoral study programme may enrol, also repeatedly, in a subject they have enrolled in in the relevant academic year but have not completed

successfully. The student is obliged to meet all curriculum requirements by the deadline for submitting the dissertation examination application.

Article 8

Types of Study Performance Assessment

- (1) Types of study performance assessment in a study programme are: continuous assessment of study performance during the teaching part of the semester (follow-up questions, written tests, individual tasks, semester papers, seminar presentations etc.) and subject examination.
- (2) Continuous assessment of study performance constitutes study assessment stages designed for individual academic years. The final assessment is aimed to check that all the conditions for a successful completion of the study programme have been met.
- (3) Before credits can be awarded, it is necessary to fulfil all conditions specified in the subject's project documents and the subject's information sheets provided in the AIS (e.g. obtaining the course completion credit, obtaining the course completion credit and passing the exam, or just passing the exam).
- (4) By granting the course completion credit, the teacher confirms that the student has completed the prescribed educational part of the subject and has demonstrated basic knowledge and skills in this subject in a manner as determined by the appropriate department and subject guarantor in the accreditation process. The teacher is obliged to inform students about the terms and conditions for course completion credit award at the beginning of the instruction in the subject concerned. The terms and conditions for course completion credit award are determined in the subject's project documents and subject's information sheets. The period for course completion credit award is regulated by the Academic Calendar.
- (5) Students who have fulfilled the conditions for course completion credit award will be granted the course completion credit by means of an entry "completed" made into the AIS by the teacher. The entry into the AIS must be made by the teacher no later than the beginning of the examination period in the relevant semester, after the additional specified conditions have been met at an alternative or re-sit date, but, in any case, no later than 3 business days from the fulfilment of such conditions. If a student fails to meet the requirements for course completion credit award even at an alternative or re-sit date, the teacher makes an entry "not completed" into the AIS.
- (6) The teacher prints out from the AIS, for archival purposes, the course completion credit sheet (for those subjects that are completed only by course completion credit award) in respect of those years of study that are not final after the end of the summer semester examination period, but no later than September 5 of the relevant calendar year. The teacher then submits the sheet to the head of the appropriate department. The course completion credit sheet in respect of the final years of study must be printed out and submitted for archival storage immediately after the end of the examination period for students in their final years of study. The sheet intended for storage purposes must be signed by the teacher(s) authorised by the head of the relevant department to assess the subject. The head of the department submits the sheet to the relevant Registration and Records Office within the deadline as set by the faculty.
- (7) Should a student fail to obtain the course completion credit even at an alternative or a re-sit date, the student must re-enrol in this subject in the next academic year, subject to the condition set out in Article 7 of the Academic Regulations.
- (8) If course completion credit award is prescribed for a subject, a student may sit the

- examination only after they have regained the course completion credit.
- (9) The objective of an examination is to verify the knowledge of a student in a particular subject and their ability to apply this knowledge. Teachers of the respective department are authorised by the head of the department to conduct the examination. First- and second-level students can be examined by professors, associate professors, and assistant professors holding the academic degree of PhD. Doctoral students can only be examined by professors and associate professors. Subject to the prior consent granted by the Dean of the faculty which is the guarantor of the subject, students may exceptionally be examined by assistant professors without the PhD degree, except for doctoral students. The terms and conditions for passing the exam successfully are set out in subject project documents and subject information sheets. At the beginning of the instruction of a subject, students are informed by the teacher of all requirements necessary for passing the examination, which are laid down by the guarantor of the subject.
 - (10) In exceptional and justified cases, the Dean of the faculty may change the examiner for the subject, either for a group of students or for individual students. The Dean may effect this change only if the examiner is a EUBA employee assigned to the respective faculty. If it is an examiner who is a EUBA employee assigned to another EUBA faculty, the Dean of the faculty concerned must request such a change from the Dean of the faculty where the examiner serves.
 - (11) The examination may take on one of the following forms:
 - a) written examination,
 - b) oral examination,
 - c) combined examination.A particular form of the examination is stated in the subject information sheet.
 - (12) The written examination is held under the supervision of a teacher in one day and its length must not exceed 120 minutes. The examiner notifies students of the written examination results within 5 working days of the written examination date. The teacher is obliged to record the results into the AIS no later than five working days after the written examination takes place.
 - (13) Specific examination dates, times, and locations will be disclosed at least one month prior to the examination period start in the relevant semester. Students are allowed to register for the examination from the moment of disclosing examination dates, times, and locations onwards. Disclosure of examination dates, times and locations, and student registration for examinations can only proceed electronically via the AIS. Students must prove their identity in the examination by showing their student identity card.
 - (14) The overall assessment of an examination must be entered into the AIS by the teacher in due time and manner.
 - (15) Examinations must be taken within the period designated for their completion and set out in the academic calendar valid for the relevant academic year, i.e. during the examination period. The very first examination date for full-time students must not be set earlier than the last week of the instruction (early examination date). The first examination date for part-time students (early examination date) must not be set earlier than four weeks after the instruction activities in the respective subject have been completed, if the instruction of the subject has been finished within the first 10 weeks of the semester. In exceptional cases, the examiner or guarantor of the subject may also set an alternative date falling outside this period.
 - (16) If a student fails the examination, i.e. receives a fail grade (FX) on a regular examination date, the student is entitled to one re-sit date, which is determined by the examiner.
 - (17) The Dean of the faculty, which is the guarantor of the particular subject, has the right to arrange for the examination to be held before a committee appointed by the Dean of the

- relevant faculty.
- (18) If a student repeatedly receives an FX grade in a resit, the student will not be awarded any credits for the subject, and the student is required to re-enrol in the subject under the provisions of Article 7 of the Academic Regulations. The teacher makes an entry into the AIS of the grading of the student's performance in the examination in due time and manner.
 - (19) A student may, for serious reasons (particularly health reasons and properly documented reasons), excuse their absence from the examination no later than 3 working days of the specified examination date. The examiner has the right to decide whether he/she accepts such excuse or not.
 - (20) If a student fails to attend the examination and does not excuse their absence, or if a student decides to withdraw from the examination, an "X" is entered into the AIS.
 - (21) The teacher prints out from the AIS, for archival purposes, the examination grading sheet in respect of those study years that are not final after the end of the summer semester examination period, but no later than September 5 of the relevant calendar year and submits the sheet to the appropriate head of the department. The examination grading sheet in respect of final years of study must be printed out and submitted for archival storage immediately after the end of the examination period for students in their final years of study. The sheet intended for storage purposes must be signed by the teacher(s) authorised by the head of the relevant department. The head of the department submits the sheet to the relevant Registration and Records Office within the deadline as set by the faculty.
 - (22) If a student has any doubts about the assessment of the written test verifying their knowledge (taken in order to obtain a course completion credit or to pass an examination) being objective, the student has the right to request perusal of the written test from the teacher, no later than 5 business days of the results being published in the AIS. The teacher must allow the student to peruse the respective written test, justify the objectivity of the teacher's assessment, and confirm the teacher's original decision or make corrections.

Article 9 Grading Scale

- (1) A grading scale is used for each subject passed which has credits assigned and which is letter-graded.
- (2) The level of mastering the prescribed knowledge is assessed in respect of subjects that are completed by taking an examination (i.e. subjects in which the student is required to obtain a course completion credit and to pass an examination, or subjects which are completed only by an examination but also include active forms of learning) by awarding points on a 0-100 scale. The teacher may allow students to gain up to 40 per cent of such number of points during the semester through active forms of learning, if the nature of the subject admits such procedure, and at least 60 per cent of such number of points will be used in the examination for assessment.
- (3) The level of mastering the prescribed knowledge for subjects which are completed by the award of a course completion credit is assessed by awarding points on a 0-100 scale. Attainment of at least 51 per cent of the total number of points as prescribed is required for a successful completion of such subjects and for award of credits.
- (4) The award of a course completion credit for subjects which are completed by a course completion credit award requires attainment of at least 51 per cent of the number of points allocated for active forms of learning. Successful completion of an examination requires

attainment of at least 51 per cent of the number of points allocated for the examination without any other restricting conditions being set in respect of individual parts of the examination within its internal structure. The total score is obtained as a sum of points awarded to the student for the course completion credit and points received in the examination (i.e. written and oral parts of the examination are not evaluated separately).

- (5) Successful completion of subjects under paragraph 2 of this Article hereof that involve active forms of learning and that are completed only by an examination requires attainment of at least 51 per cent of the number of points allocated for the active form of learning and at least 51 per cent of the number of points allocated for the examination without any other restricting conditions being set in respect of individual parts of the examination within its internal structure. The total score is obtained as a sum of points awarded to the student in active forms of learning and points obtained in the examination.
- (6) Should a student fail to acquire 51 per cent of the points allocated for the active form of learning on a regular assessment date, the student is entitled to one resit assessment to be held by the end of the second week of the examination period in the relevant semester. If the active form of learning has not been completed successfully, the subject is considered failed and is assessed by the FX grade.
- (7) The level of mastering the prescribed knowledge for subjects with no active form of learning (usually in part-time mode of study) is assessed by awarding points on a 0-100 scale. Successful completion of such subjects requires attainment of at least 51 per cent of the total number of points necessary for completion of such subjects.
- (8) The background data indicating the assessment of a student in active learning parts, that are required for complex evaluation of the subject, are submitted by the teacher to the examiner immediately after the instruction is completed. The teacher will also enter such data in the AIS, in the interim assessment section.
- (9) If a subject is taught by several teachers, all the teachers apply the same conditions for the assessment of how the students have mastered the prescribed knowledge.
- (10) Grading scale used if Article 9(4) and 9(5) apply.

Grading	Grading Scale	
	Grade	Score
Passed	A = Excellent = 1	91 – 100
	B = Very Good = 1.5	81 – 90
	C = Good = 2	71 – 80
	D = Satisfactory = 2.5	61 – 70
	E = Sufficient = 3	51 – 60
Failed	FX = Insufficient = 4	0 – 50

Explanatory notes:

- A = excellent results,
- B = above-average results,
- C = average results,
- D = acceptable results,
- E = results meeting minimum requirements,
- FX = further work is required,

- (11) If a student fails to attend the examination and does not excuse their absence, or if a student decides to withdraw from the examination, an "X" is entered into the AIS. While considering advancement to the next year of study, subjects marked with an 'X' are considered unsuccessfully completed with the 'failed' grade.
- (12) Subjects that are completed only by the award of a course completion credit are considered successfully completed if a student obtains the course completion credit.

Subjects that are completed by taking an examination (including the requirement of prior attainment of a course completion credit, or without such requirement) are considered successfully completed if a student receives one of the grades A - E.

- (13) If a student has repeatedly received the FX grade for a completed subject, even in a resit, the student receives no credits for this course, and the grade '4' is used in the academic achievement assessment for such student.
- (14) A student's academic achievement is assessed using weighted study average. It is calculated for the period under evaluation by adding up the products of the number of credits and numerical values expressing the grade received for a subject in respect of all subjects registered by the student, and dividing the resulting number by the total number of credits acquired by the student for the period under evaluation. Subjects that are not letter-graded are not included in the weighted study average.

The weighted study average is calculated as follows:

$$\bar{z} = \frac{1}{\sum_{i=1}^n k_i} \sum_{i=1}^n z_i k_i$$

where

- \bar{z} - study average
- k_i - number of credits for the i^{th} subject,
- z_i - grade for the i^{th} subject,
- n - number of the subjects graded.

- (15) EUBA uses the following weighted study average types to assess a student's academic achievement:⁸
- a. weighted study average not including state examinations and final thesis defence - for the purpose of awarding motivational scholarships,
 - b. weighted study average for state examinations and final thesis defence - for the purpose of assessing overall results of state examinations and overall results of study.

Article 10

Study Programme Change, Transfer of Credits Requirements and Academic Mobility

- (1) A student may apply in writing to have the study programme changed within the same, or a related field of study. The application is submitted to the Dean of the faculty delivering the study programme the student intends to study after the change is effected. The student is obliged to do so no later than 10 working days before the start of the particular academic year. Should a student apply for a change of the study programme between two faculties, the student is obliged to attach to the application a consent given by the Dean of the faculty where the student is registered for study in the study programme as well as an academic transcript listing all examinations completed and credits gained, certified by the faculty where the student is currently studying, including entrance examination results (if an entrance examination was held as part of the admission procedure at the faculty).
- (2) First-year students may apply for a change of the study programme within the same, or a related field of study only at the faculty to which they were admitted for the first year of study. First-year students may apply for a change in the study programme no later than

⁸ does not apply to study programmes under Article 20(1) hereof

- 7 days from the date of registration for the first year of study in the relevant study programme.
- (3) The decision on the application for a change in the study programme is given by the Dean of the faculty delivering the study programme the student intends to study after the change; the Dean also decides on the recognition of credits and on the student's registration for the appropriate year of study. Previous studies in another study programme are counted towards the student's overall period of study for this study level.
 - (4) A student may apply for recognition of an examination(s) taken at another higher education institution, or in another study programme delivered by one of the EUBA faculties, and for recognition of credits for such an examination(s) no later than 7 days from the start of instruction in the relevant semester of the academic year.
 - (5) A student may only apply for recognition of such examination(s) referred to in paragraph 4 of this Article hereof that the student passed in previous academic years, obtaining for it the appropriate number of credits, provided that the student passed the examination(s) no more than five years ago. Whether an examination passed by the student in another study programme at one of the EUBA faculties more than five years ago is recognised will be decided by the Dean of the relevant faculty.
 - (6) If a student wants to have their examination(s) referred to in paragraph 4 of this Article hereof recognised, the student is obliged to request the Application for Recognition of Examination form at the Registration and Records Office of the appropriate EUBA faculty. The student must also attach a list of prescribed study books to the application. The syllabus (subject content) must be certified by the stamp and signature of the Dean (or of an employee authorised by the Dean) of the faculty where the student has completed the subjects.
 - (7) Before the Dean makes the respective decision, the syllabus (subject content) is assessed by an employee authorised by the Dean. To assess syllabuses of subjects for which other EUBA faculties are guarantors, the Dean will request an opinion of the head of the department which is the guarantor of the subject in question.
 - (8) An examination taken in another study programme (at another higher education institution, or another EUBA faculty), and the relevant number of credits for such examination, may be recognised provided that the terms and conditions set out in the preceding paragraphs are met and the student, in that part of the academic year in which they apply for recognition of examinations and credits, studies only in one study programme, i.e. if the student has not completed the study programme in which they have completed the subject to be recognised, or if they completed such study programme without being awarded the relevant academic degree. If this condition is met, it is possible to recognise more than one examination.
 - (9) It is not possible to recognise an examination and credits in respect of a subject completed by the student in the previous part of his/her studies in the study programme that the student has successfully completed, i.e. if the student has been awarded the relevant academic degree.
 - (10) If a student studies more than one study programme (at EUBA, or at EUBA and simultaneously at another higher education institution) in that part of the academic year in which the student requests recognition of an examination and credits, it is possible to recognise in one academic year no more than one examination taken in another study programme in respect of a compulsory subject, and no more than one examination taken in another study programme in respect of an optional or elective subject included in his/her recommended curriculum, subject to compliance with previous provisions hereof.
 - (11) The number of credits may be recognised to the extent defined by the number of credits determined by the relevant study programme. This credit recognition rule applies to all

subject types (compulsory, elective and optional).

- (12) Whether an examination taken outside EUBA, or taken at another EUBA faculty, is to be recognised or not is decided by the Dean of the relevant faculty (or by the Vice-Dean authorised by the Dean to do so) within 30 days of submitting the application for recognition, including all documents as required.
- (13) In order to recognise an examination taken at another school, or to recognise credits if the study programme has been changed, the Dean of the relevant faculty may seek an opinion of the head of the relevant department. If an examination taken by a student cannot be recognised, it is not possible to recognise the credits.
- (14) All successfully completed subjects, including the credit assessment therefor that corresponds to the number of credits as determined by the relevant EUBA study programme to which the student has been re-admitted, are automatically recognised for a EUBA student who studied one of the EUBA study programmes and his/her studies were completed in other than the regular manner and who has been re-admitted to study. An opinion of the head of the relevant department is not required for such purpose. Subjects thus completed may be recognised only once, if no more than five years have passed since the completion.
- (15) The subject recognition provisions also apply to a successfully completed state examination section (state examination subjects) and to a successful final thesis defence. Subjects thus completed may be recognised only once, if no more than five years have passed since the completion.
- (16) Completion of one part of the study at a Slovak higher education institution other than EUBA and its recognition is subject to the following formal requisites:
 - a) exchange study application,
 - b) study agreement concluded by and between the student, EUBA and the receiving school before the student starts their studies at the receiving school,
 - c) academic transcript.
- (17) The student who completes part of their studies at another higher education institution in Slovakia and meets the formal requisites set out in paragraph 15 of this Article hereof, continues to be a EUBA student.
- (18) The subjects completed by the student at the receiving school, and the credits obtained by the student, are recognised based on the academic transcript issued for the student by the receiving school upon the completion of the student's stay and based on the subject syllabuses submitted. The number of credits may be recognised to the extent defined by the number of credits as determined by the relevant study programme. This credit recognition rule also applies to optional subjects. The academic transcript becomes part of the student's study documentation kept by the faculty.
- (19) Completion of one part of the study at a foreign higher education institution and its recognition is subject to the following formal requisites:
 - a) exchange study application,
 - b) study agreement concluded by and between the student, EUBA and the receiving school before the student starts their studies at the receiving school,
 - c) academic transcript.

The study agreement is an agreement concluded by and between the student, sending higher education institution and receiving higher education institution before the student starts their studies at the receiving higher education institution. The study agreement for the student's studies at a foreign higher education institution involves details of the

scheduled study abroad, including the credits the student must obtain at a foreign higher education institution.

- (20) The student who completes part of their studies at a foreign higher education institution and meets the formal requisites set out in paragraph 8 of this Article hereof, continues to be a EUBA student.
- (21) Study undertaken by a student as part of European Educational Programmes, or under bilateral agreements concluded with foreign higher education institutions, including non-European higher education institutions, provided under paragraph 18 of this Article hereof, will be recognised in full in accordance with the study agreement and academic transcript (including the assessment and credits awarded), and will replace a comparable period of study (including examinations taken and other forms of assessment), i.e. en bloc replacement (a semester, or an academic year). If a student completes one or more parts of their studies at foreign higher education institutions under a LLP Erasmus programme, CEEPUS programme or any other European Union programmes, or under study stays provided by the non-profit organisation SAIA, under bilateral agreements, or under educational programmes arranged by EUBA or universities in the European Union, the content of study must not be fully identical to the content of study in the relevant study programme.
- (22) Attainment by the student of such number of credits at EUBA during the studies referred to in the previous paragraph that correspond to a standard academic load in one academic year under Article 7 hereof, including the prescribed number of examinations and course completion credits corresponding to such standard academic load according to the relevant recommended curriculum in the relevant study programme, is required as a prerequisite for recognising such studies. If a student completes one or more parts of their studies at foreign higher education institutions under a LLP Erasmus programme, CEEPUS programme or any other European Union programmes, or under study stays provided by the non-profit organisation SAIA, under bilateral agreements, or under educational programmes arranged by EUBA or universities in the European Union, EUBA will recognise the student's studies abroad and will also recognise the credits obtained by the student during their study stay, in accordance with the study agreement.
- (23) A student who wishes to complete one or more parts of their studies abroad is required, prior to departure, to consult with the authorised Vice-Dean of the relevant faculty the student's curriculum to be conducted at the foreign higher education institution as well as the conditions whereunder such studies abroad will be recognised by EUBA and will replace a comparable period of the student's studies, as well as modifications, if any, of the original curriculum studied abroad that occurred during the studies abroad.
- (24) Should an internship be part of the programme, the appropriate faculty will recognise the student's absence from active forms of learning at EUBA in the relevant period of study and award the student a course completion credit therefor (except for the course completion credit related to preparing the final thesis which the student is obliged to consult also during the student's study stay abroad by means of written communication). The student will then consult with the competent guarantor of the subject the conditions and dates for taking examinations in subjects to be completed by the student under the relevant recommended curriculum in the relevant study programme and period of study.
- (25) If the period of study abroad, conducted in accordance with this Article hereof, is shorter than one semester, the relevant faculty will recognise such period of study as a comparable period of study at EUBA. The student will then consult with the appropriate subject guarantor the conditions for awarding course completion credits, as well as the conditions and dates for taking examinations in subjects to be completed by the student under the relevant recommended curriculum in the relevant study programme and period

- of study.
- (26) If a student participates in an internship mediated by the non-profit organisation AIESEC, Global Citizen internship (voluntary internship), Global Talent Entrepreneur internship (internship intended to develop entrepreneurial skills), Global Talent internship (work placement), Erasmus internship or another internship as may be required for study programme completion, which extends no more than 14 days into the relevant semester, the student's absence from learning in such period of study is officially excused, subject to the submission of a certificate confirming the completion of the internship. The student is required to consult the conditions for undertaking substitute activities due to the student's absence with the appropriate teacher.
 - (27) The subjects completed by the student at the receiving school, and the credits obtained by the student, are recognised based on the academic transcript issued for the student by the receiving school upon the completion of his stay and based on the subject syllabuses submitted. The academic transcript becomes part of the student's study documentation kept by the faculty.
 - (28) Should a student wish to complete their study stay outside the programmes referred to in paragraph 20 of this Article hereof, the student is obliged to submit to the relevant EUBA faculty a certificate issued by the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter "the Slovak MESRS"), confirming that study at the foreign higher education institution is equivalent to higher education study conducted at the particular level in Slovakia.
 - (29) A student wishing to complete one or more parts of their studies under the previous paragraph is required, prior to departure, to consult with the authorised Vice-Dean of the relevant faculty the student's curriculum to be conducted at the foreign higher education institution as well as the conditions whereunder such studies abroad will be recognised by EUBA and will replace a comparable period of the student's studies at EUBA, as well as modifications, if any, of the original curriculum studied abroad that occurred during the studies abroad.
 - (30) The study carried out in a form other than the forms referred to in paragraph 20 of this Article hereof is recognised on the basis of the student's written request with the following documents attached:
 - a) certificate confirming recognition by the Slovak MESRS of the foreign education institution,
 - b) study completion certificate issued by the foreign higher education institution,
 - c) certificate confirming completion of examinations issued by the foreign higher education institution,
 - d) syllabus in English for subjects which the student has completed at the foreign higher education institution and in which the student has passed an examination and earned credits, certified by the foreign higher education institution. The foreign subject syllabus and the valid EUBA subject syllabus must be at least 50% identical.The request, including officially certified documents officially translated into Slovak, is submitted by the student to the Dean of the faculty.
 - (31) If the study which a student wishes to complete outside EUBA cannot be recognised, the student has the right to request an interruption of their studies.
 - (32) EUBA students studying under this Article hereof at other Slovak or foreign higher education institutions are issued Proof of Release from Study to Pursue Studies at Other Slovak or Foreign Higher Education Institution (hereinafter "the Document"). The Registration and Records Office will notify this fact to all relevant teachers, or head of the relevant department.
 - (33) The completion of one part of the study (or completion of individual subjects) and the

recognition thereof at another EUBA faculty or in another study programme outside the faculty where the student is registered for study must be formally covered in advance by a study agreement concluded by and between the student, the sending and the receiving EUBA faculty before the start of the relevant semester in which the student intends to complete one part of their studies (or individual subjects) at another EUBA faculty or in another study programme, and by an academic transcript in respect of such part of the student's studies (or in respect of individual subjects), confirmed by the receiving EUBA faculty.

- (34) The study agreement is an agreement concluded by and between the student, the sending and the receiving EUBA faculty prior to the student's enrolment in the relevant year of study.
- (35) Subjects completed by the student at the receiving EUBA faculty and credits awarded are recognised based on the academic transcript in respect of the study (or in respect of individual subjects), issued to the student by the receiving EUBA faculty at the end of the semester. The number of credits may be recognised to the extent as defined by the number of credits determined by the relevant study programme. This credit recognition rule also applies to optional subjects. The academic transcript becomes part of the student's study documentation kept by the faculty.
- (36) Recognition of examinations taken outside EUBA is decided by the Dean of the relevant faculty within 30 days of the date of submission of the application for recognition, including all documents as required.
- (37) Record-keeping concerning recognition of examinations is performed simultaneously by the Department for International Relations and the Registration and Records Office at the relevant faculty. The documents and teaching documentation whereunder the recognition is granted are kept by the Registration and Records Office at the relevant faculty.
- (38) EUBA and its faculties may admit a student from another higher education institution, including a higher education institution based outside the territory of the Slovak Republic, for one part of the study, usually for one semester, without holding the admission procedure, in accordance with the terms and conditions of the exchange programme or under an agreement concluded by and between EUBA and the sending higher education institution.
- (39) The student admitted to study under the previous paragraph has the rights and obligations of a EUBA student, subject to the terms and conditions of the exchange programme or subject to the agreement concluded by and between EUBA and the sending higher education institution.
- (40) EUBA and its faculties may only admit such student from another higher education institution under paragraph 36 of this Article hereof who will continue at EUBA the study commenced at another higher education institution and who, upon completing their study stay at EUBA, will return and complete their studies at the sending higher education institution.

Article 11

Interruption of Study

- (1) The study may be interrupted at the student's written request. Study interruption is authorised by the Dean of the appropriate EUBA faculty. The interruption starts on the first day of the month following the submission of the request for study interruption.
- (2) The student may request the Dean of the relevant EUBA faculty in writing to interrupt the study:

- a) for no more than two academic years on medical or any other serious personal grounds (upon submitting credible documents),
 - b) for no more than one year without giving any reason, but, in any case, only once at each level of study.
- A student against whom disciplinary proceedings are pending is not allowed to interrupt studies.
- (3) If studies are interrupted due to maternity (parental) leave, the maximum duration of the interruption is three years. The request to interrupt studies must be filed no later than the day on which the maternity leave begins.
 - (4) The request to interrupt studies may be submitted by a student (except for students under paragraph 3) no later than the academic year start, after providing proof that the requirements for the previous academic year under Article 7 of the Academic Regulations have been fulfilled, or no later than the summer semester start after providing proof that the requirements for the winter semester of the relevant academic year have been fulfilled. In the case of serious grounds, particularly medical grounds, the Dean of the relevant faculty may decide on the interruption of studies even if the requirements as provided above in this paragraph have not been met.
 - (5) As of the day of interrupting their studies, a student ceases to enjoy student status by law. The student is not allowed to acquire course completion credits, take examinations and get credits.
 - (6) A student may re-enrol for study after the expiration of the period of interruption. If the grounds for study interruption cease to apply, the Dean of the relevant faculty may terminate the interruption at the written request even before the expiration of the study interruption period.
 - (7) Upon the expiration of the study interruption period, a student is obliged to check in at the faculty's Registration and Records Office and re-enrol for study. Should the student fail to do so, the faculty will proceed in accordance with Article 4 of the Academic Regulations.
 - (8) After an interruption of studies, if need be, the Dean of the appropriate faculty decides on a student's placement in the corresponding block of study. If during the study interruption period there was a modification of the curriculum whereunder the student had pursued their studies prior to the interruption, the Dean of the relevant faculty will determine, in accordance with the Academic Regulations and the relevant study programme, the study requirements the student must fulfil as well as the deadlines for meeting them. In such case, the Dean may impose an obligation on the student to take bridging examinations within such deadline.
 - (9) Studies can be interrupted no earlier than after finishing the first year of study at the first, second or third level of study, except where very serious, usually medical, grounds exist, or can be interrupted for the purposes of studying abroad upon submission of the application and confirmation of admission and after enrolment for study at a foreign higher education institution.
 - (10) The Dean's decision on interrupting studies is final, i.e. no appeal whatsoever may be brought against it.

Article 12

Standard Duration of Studies, Concurrent Study and Tuition Fees

- (1) Studies in a study programme may not exceed the standard duration under Article 2 by more than two years.
- (2) A student exceeding the standard duration of studies at the given level of study, or

pursuing concurrent studies in more than one study programme in one academic year or any part thereof, is obliged to pay EUBA a yearly tuition fee for every following year of study as specified in an internal directive on tuition and fees valid for the academic year to which the obligation to pay the tuition fee applies.

- (3) The student studying concurrently two or more study programmes provided by a public higher education institution in the same level of study is obliged to pay the yearly tuition fee for studies in the second and any further study programme in the relevant academic year. If a student is subject to the obligation to pay the tuition fee for concurrent studies and is also entitled to free studies, the student has the right to decide by 30 September of the given academic year in which study programme the student will study free of charge in that academic year.
- (4) A student who re-enrols for study in a further study programme at the appropriate level after an interruption of studies is obliged to pay EUBA a pro-rata share of the yearly tuition based on the number of the calendar months remaining until the end of the relevant academic year after the student's re-enrolment.
- (5) A student studying a study programme provided by EUBA for longer than is the programme's standard duration is obliged to pay EUBA the yearly tuition fee for every further year of study.
- (6) The total period of study includes the period during which a student was enrolled at a public higher education institution in some of the study programmes at the appropriate level of higher-education studies. If the student was concurrently enrolled in several study programmes in one academic year, only one year is counted towards the student's total period of study. For the purposes of paragraph 5 of this Article hereof, the period of study during which a student was enrolled for study in a study programme in the relevant year is rounded up to one full academic year. The period of study under paragraph 5 of this Article hereof does not include the period during which a student was enrolled at a public higher education institution in a study programme for which the student was paying the tuition fee.
- (7) A student pursuing full-time studies in a study programme is obliged to pay the yearly fee in each academic year, if the study programme is conducted in a language other than the national language. The obligation to pay the tuition fee arises only if there exists a public higher education institution which in the academic year when the student commenced their studies admitted students to studies in the same field of study and level of study in a study programme also taught in the national language. This provision does not apply when the student is not a Member State citizen and does not permanently reside in a Member State.⁹
- (8) The student who has been issued a Certificate of a Slovak Living Abroad as defined by a special regulation is considered a Slovak citizen for the purposes of this Article hereof.

Article 13

Completion of Study

- (1) Studies are regularly concluded by the completion of study in the given study programme. The day when the last requirement needed for a regular completion of study in the given study programme has been satisfied is the study completion date. For a regular completion of studies in the given study programme a student must:
 - a) successfully complete all subjects as determined in the curriculum,

⁹ see Article 20(2) hereof

- b) successfully obtain the required number of credits set for the given level of study and the given study programme
 - c) successfully defend the final thesis,
 - d) successfully pass state examinations prescribed by the study programme.
- (2) Apart from regular completion, studies may be terminated
- a) by withdrawal from studies,
 - b) by failure to complete studies within the deadline as specified in Article 2 hereof,
 - c) by expulsion from studies due to the failure to meet the requirements established in the study programme and in these Academic Regulations,
 - d) by expulsion from studies under Article 72(2)(c) of the Act (imposition of a disciplinary measure - expulsion from studies),
 - e) by study programme cancellation, if the student does not accept the offer by a EUBA faculty, or by EUBA itself, to continue the study in another study programme,
 - f) by the death of the student.

The student expelled from studies under sub-paragraph (d) of this paragraph hereof may be admitted to study at the relevant EUBA faculty not earlier than five years after the decision on the expulsion from studies became final and conclusive.

- (3) The following are deemed to be study termination dates:
- a) under paragraph 2(a), the day when a EUBA faculty or EUBA itself receives a student's written declaration of withdrawal from studies,
 - b) under paragraph 2(b), the end of the academic year in which the student was supposed to complete their studies,
 - c) under paragraph 2(c) and 2(d), the day when the decision on the expulsion from studies becomes final and conclusive,
 - d) under paragraph 2(e), the day as of which a EUBA faculty, or EUBA itself, announces cancellation of a study programme.
- (4) A student's failure to appear for enrolment within the prescribed period upon receipt of the notice under Article 4 of the Academic Regulations, if the student does not request an extension of such period on medical grounds preventing him/her from enrolment is also considered as the student's withdrawal from studies. The day on which the student was due to enrol for study for the following period of study or due to re-enrol is considered to be the date on which the student withdrew from studies.
- (5) The decision on expulsion from studies due to the failure to meet the requirements resulting from the study programme and these Academic Regulations is made in writing and is hand delivered to the student. It is not possible to bring an appeal against the decision. The decision becomes final and conclusive on the date of service thereof by hand delivery to the student.
- (6) The decision on expulsion from studies under Article 72(2)(c) of the Act, i.e. decision on imposing a disciplinary measure - expulsion from studies, is made in writing and is hand delivered to the student. The decision must include a reasoning and instruction on the possibility to submit a request to review the decision. The request for review of the decision is submitted to the body that has issued the decision within eight days of the delivery thereof. If the decision was issued by the Dean of a EUBA faculty, the Dean may grant the request, and amend or annul the decision. Should the Dean fail to grant the request, the Dean will refer it to the EUBA Rector. The EUBA Rector then reviews the decision issued by the Dean of a EUBA faculty, and should the Rector find that the decision is in conflict with the law, an internal regulation of EUBA or a EUBA unit, the Rector amends or annuls the decision. Otherwise, the Rector rejects the request and upholds the EUBA faculty's Dean's decision on the expulsion from studies. The EUBA Rector must issue his/her decision no later than 30 days of the delivery of the request for

review of the decision issued by the Dean of a EUBA faculty. The decision of the EUBA Rector is final.

- (7) The decision on imposing expulsion from studies as a disciplinary measure, i.e. decision on the expulsion from studies under Article 66(1)(d) of the Act becomes final and conclusive:
- after a vain lapse of the eight-day period for submitting a request for review of such decision (the period starts running on the first day following the date of service of the decision by hand delivery to the student, and the decision becomes final and conclusive on the day following the lapse of this period), or
 - on the date of service by hand delivery to the student of the EUBA Rector's decision on rejection of the request for review of the decision and on upholding of the decision issued by the Dean of a EUBA faculty on the expulsion from studies under Article 72(2)(c) of the Act, i.e. decision on imposing expulsion from studies as a disciplinary measure.

Article 14

State Examinations, Final Thesis License, Educational Qualifications and Proofs of Studies

- (1) Passing a state examination(s) is one of the pre-requisites for successful completion of every study programme.
- (2) Passing of state examinations and final thesis defence requires attainment of at least 100 percent of the total number of credits expressing standard workload of a student studying the relevant study programme for the entire standard duration of studies, unless the study programme provides otherwise, excluding credits for the final thesis and its defence and credits for state examinations.
- (3) The state examination, including the defence of the final thesis (bachelor's, master's, dissertation thesis), is held before an examination committee (hereinafter "the Committee").
- (4) The state examination may consist of several parts. The course of a state examination or its parts is public. The Committee passes its decision on the state examination outcome in a closed meeting.
- (5) The Committee Chair and members are appointed by the Dean of the appropriate faculty from among the teaching staff holding positions of professors or associate professors and any other experts approved by the Scientific Council of the faculty. In respect of bachelor's study programmes, Committee Chair and members may also be selected from among the teaching staff with a third level degree education holding assistant professor's positions.
- (6) The state examination committee has at least four members. More than one committee may be established for one study programme. At least two members of the state examination committee are teachers holding the position of Professor or Associate Professor. In the case of bachelor's study programmes, at least one member has to be a teacher holding the position of Professor or Associate Professor.
- (7) The parts and individual subjects of a state examination are determined by the study programme. The final thesis defence is considered a state examination.
- (8) A state examination or any part thereof cannot be taken, if there are disciplinary proceedings pending against the student such that the Disciplinary Board proposed expulsion from studies as a sanction and the Dean of the appropriate faculty failed to decide on the imposition of a less strict sanction or referred the case back to the

- Disciplinary Board, or the Rector failed to annul the Dean's decision.
- (9) Regular and resit dates for a state examination or any part thereof are determined by the Dean of the relevant faculty. Each examination date will be published in the usual manner at least one month in advance. The resit date for a state examination cannot be scheduled earlier than two months from the regular state examination date.
 - (10) The state examination is assessed using the following grading scale:
 - A – Excellent – 1
 - B – Very Good - 1.5
 - C – Good – 2
 - D – Satisfactory – 2.5
 - E – Sufficient – 3
 - FX – Insufficient – 4

If a state examination is graded with one of the grades A to E, it will be assigned the number of credits as determined by the given study programme.
 - (11) The final result of the state examinations is calculated as a weighted study average of the state examinations and the final thesis defence as follows:
 - A – Excellent – 1 – average up to 1.25 inclusive,
 - B – Very Good – 1.5 – average from 1.26 to 1.75 inclusive,
 - C – Good – 2 – average from 1.76 to 2.25 inclusive,
 - D – Satisfactory – 2.5 – average from 2.26 to 2.75 inclusive,
 - E – Sufficient – 3 – average from 2.76 to 3.00 inclusive.
 - (12) If the Committee grades an examination with the "FX grade - Insufficient - 4", the student has failed to pass the state examination and is entitled to one resit. If the student fails repeatedly, the study terminates due to non-fulfilment of the study programme terms and conditions.
 - (13) A student who has received the "FX grade - Insufficient - 4" in one of their state examinations and who has failed to take a resit examination by the end of the relevant academic year, is obliged to enrol for another year of study. Such another year of study undertaken to pass the state examination is counted towards the total duration of study at the given level of higher education studies.
 - (14) State examinations or any part thereof must be completed by the student so that the last state examination, including a resit session, is taken no later than the date not exceeding the standard duration of study at the given level of higher education studies by more than two years.
 - (15) The overall result of the student's studies is determined as follows:
 - a) passed with distinction - if throughout their studies the student had a weighted study average, excluding state examinations, of up to 1.50 inclusive, and if the overall outcome of the state examinations was graded A = Excellent = 1 and no part of a state examination was taken as a resit.
 - b) passed - if the student was graded in each state examination with one of the grades A - E, but failed to meet the requirements under paragraph (a).
 - (16) A record on conducting the state examination must be made and signed by the Committee Chair and all Committee members present.
 - (17) The state examination outcome must be entered into the AIS and the Student Registry.
 - (18) A unified procedure for final theses processing, originality check, registration, storage and disclosure at EUBA is governed by the internal regulation on final and habilitation theses in conjunction with an implementing regulation. The regulation is binding on all EUBA students.
 - (19) EUBA and its faculties issue students the following documents related to studies:
 - a) student identity card,

- b) transcript of records.
- (20) EUBA issues the following graduation documents in respect of studies in a study programme in the relevant field of study:
 - a) higher education diploma,
 - b) state examination certificate,
 - c) diploma supplement.
- (21) EUBA issues higher education diplomas in Slovak and English language. Higher education diplomas are usually handed out at an academic ceremony.
- (22) A diploma supplement in Slovak and English language is issued by EUBA along with the higher education diploma.
- (23) Graduation documents are administrative documents, and are issued by EUBA within 45 days of regular completion of studies, except where a graduate agrees with a later date for issuing such documents.

Article 15 Student Rights

- (1) A student has particularly the right:
 - a) to study in a study programme to which the student has been admitted,
 - b) to form a curriculum for themselves according to the study programme rules,
 - c) to enrol for the next stage of the study programme, if the student has met the requirements set by the study programme and these Academic Regulations,
 - d) to select the pace of study and order of passing subjects, respecting the given sequence thereof and to select a teacher for a subject taught by several teachers, while respecting time and capacity restrictions of the study programme and of the Academic Regulations,
 - e) as part of their studies, to apply also for studies at another higher education institution, including higher education institutions abroad,
 - f) to participate in research and any other innovative activities at the university,
 - g) to take part in founding and work of independent associations operating in the academic environment in accordance with legal regulations,
 - h) to be able, at least once a year, to express themselves on the quality of teaching and on teachers by means of an anonymous questionnaire,
 - i) to freely express their opinions and suggestions concerning the system of higher education,
 - j) to make use of study-related information and counselling services and to the possibility of applying study programmes in practice,
 - k) if subject to the obligation to pay tuition under Section 92(5) of the Act, to decide in which study programme they will study free of charge in the academic year concerned, if they are entitled to free university studies,
 - l) under the terms stipulated by the Academic Regulations, to change the study programme within the same or related field of study.
- (2) A student who attends practical instruction and practicals is subject to general rules on occupational health and safety.

Article 16 Student Obligations

- (1) A student is obliged to meet all study obligations stipulated by the study programme the

- student is studying and by these Academic Regulations.
- (2) A student is obliged to observe internal regulations of EUBA and its units, particularly house rules of student dormitories whose services the student uses.
 - (3) A student is further obliged to do particularly the following:
 - a) to protect and responsibly use EUBA's property, equipment and services,
 - b) to pay tuition and fees related to their studies under the Act, and to do so exclusively and directly to EUBA, as well as truthfully presenting the facts relevant to the determination of such fees and tuition,
 - c) to notify the faculty of the mail delivery address or of any change thereof,
 - d) to present themselves in person upon the written notice to do so issued by the Rector, Dean or any other employee authorised by the aforementioned persons in order to discuss issues concerning the course or completion of their studies, or related to students' rights and obligations,
 - e) to notify the EUBA faculty, if the student is enrolled in a study programme delivered at the faculty, no later than 30 September of the relevant academic year, of their decision under Article 70(1)(k) of the Act which study programme the student will study free of charge in the academic year concerned, if the student is entitled to pursue higher education studies free of charge.
 - (4) The student is advised to do the following:
 - a) after completion of the study performance assessment (ongoing assessment, subject examination), to regularly check in the AIS whether the results of such assessment by teachers have been entered, and in the case of delay, to notify such fact to the competent teacher or head of department,
 - b) no later than 14 days of the end of the examination period in the semester concerned, to check whether all of their study results have been entered into the AIS by teachers, and in the case of delay, or discrepancy, to notify such fact to the competent teacher or head of department,
 - c) no later than 7 days of the date set for the freshmen registration or advance registration, to check whether the subjects are registered in the AIS for the academic year concerned, and to report any discrepancies to the competent Registration and Records Office.

Article 17 Special Needs Students

- (1) EUBA and its faculties create a generally accessible academic environment, and do so also by creating adequate study conditions for special needs students without reducing requirements for study achievements.
- (2) The following students are considered to be special needs students:
 - a) students with sensory, physical and multiple disabilities,
 - b) students with chronic disease,
 - c) students with health impairment,
 - d) students with a mental disorder,
 - e) students with autism or other pervasive developmental disorders,
 - f) students with learning disabilities.
- (3) A student submits particularly the following documents to the coordinator at the EUBA faculty where the student is studying for the purposes of evaluating the student's special needs and the scope of supporting services:
 - a) medical certificate not older than three months, being mainly medical finding, report

- on the course and progress of the illness or disability, or extract from medical records,
or
- b) a statement from a psychologist, speech therapist, school psychologist, school speech therapist or special pedagogue.
- (4) The student under paragraph 2 of this Article hereof who agrees with evaluating their specific needs, has the right, based on the extent and type of their specific needs, to make use of supporting services, in particular:
 - a) provision of the opportunity to use specific educational equipment,
 - b) individual educational approach, particularly individual instruction in selected subjects for students with sensory disabilities,
 - c) special terms and conditions for study without reducing requirements for academic achievements,
 - d) individual approach by the teaching staff,
 - e) exemption from tuition fees in justifiable cases, if studies exceed the standard duration of the study programme concerned.
 - (5) Details on minimum entitlements of a student under paragraph 2 of this Article hereof is governed by the Decree of the Slovak MESRS 458/2012 on minimum entitlements of a special needs student.
 - (6) Special needs of a student may be reviewed.
 - (7) EUBA and its faculties have coordinators for special needs students (hereinafter "the coordinator") who are appointed to their office by the EUBA Rector, or Dean of the faculty, with their job description being regulated by Article 100 of the Act and by a EUBA internal regulation.
 - (8) A student under paragraph 2 of this Article hereof submits a request for evaluating their special needs to the coordinator.

Article 18

Decisions on Study-Related Matters

- (1) Study matters concerning student rights and obligations are decided by the EUBA Rector, and if students studying in study programmes delivered by a EUBA faculty are involved, by the Dean of the EUBA faculty concerned, on the basis of a student's written request or irrespective of the delivery of a student's written request, if such power arises under the law or under the Academic Regulations.
- (2) Unless provided otherwise, such decision (hereinafter also referred to as "the Decision" or "the Document") is final and cannot be contested by way of a request for review. Decisions must be made in writing on paper and must be demonstrably delivered to the student (if sent by registered mail).

Article 19

Scholarships and Awards

- (1) EUBA awards the following scholarship types to students:
 - a) scholarships from funds received for this purpose from the state budget - social, motivational and doctoral scholarships,
 - b) scholarships granted using EUBA's own resources through the Scholarship Fund.
- (2) Providing scholarships to EUBA students is governed by the Scholarship Rules of the University of Economics in Bratislava and the Rules for Providing Motivational Scholarships to EUBA Students.

- (3) The EUBA Rector has the right to award the Prize of Rector to EUBA graduates:
 - a) for outstanding academic achievements,
 - b) for excellent bachelor's, master's or dissertation thesis,
 - c) for successful representation of the faculty in science and research,
 - d) for successful representation of the Slovak Republic in sports.
- (4) The Dean of the EUBA faculty concerned has the right to award the Dean's Award to the graduates:
 - a) for outstanding academic achievements,
 - b) for excellent bachelor's, master's or dissertation thesis,
 - c) for successful representation of the faculty in science and research,
 - d) for successful representation of the Slovak Republic in sports.
- (5) The EUBA Rector and Deans of EUBA faculties have the right to award to excellent students and graduates other prizes provided by foundations and institutions in accordance with the terms and conditions set by such foundations and institutions.

Article 20

Temporary and Final Provisions

- (1) Requirements for regular completion of studies in respect of students admitted to studies in accredited study programmes under the regulation effective until 31 December 2012, including description of subjects and standard duration of studies, remain in effect, i.e. selected provisions hereof apply only to students in such study programmes that have been accredited after 1 January 2013. Students may obtain information on such programmes and on related terms and conditions at the Registration and Records Office of the faculty concerned.
- (2) All requests filed by a student on matters of their studies at EUBA must be made in writing and personally signed.
- (3) These Academic Regulations were approved by the EUBA Academic Senate on 7 July 2016.
- (4) These Academic Regulations become valid on the date of approval thereof by the EUBA Academic Senate and effective on 1 September 2016.
- (5) On the effective date hereof, the Academic Regulations approved by the EUBA Academic Senate on 19 June 2013 as amended by Appendix 1 of 1 September 2014 shall expire and cease to have effect.

prof. Ing. Andrej Dupal', CSc.
EUBA AS Chair

prof. Ing. Ferdinand Daňo, PhD.
EUBA Rector