

CODE OF STUDIES

FACULTY OF PHILOSOPHY AND ARTS TRNAVA UNIVERSITY IN TRNAVA

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CODE OF STUDIES OF THE FACULTY OF PHILOSOPHY AND ARTS OF TRNAVA UNIVERSITY IN TRNAVA

PART I

BASIC PROVISIONS

Article 1 Basic Provisions

The Code of Studies (hereinafter referred to as “CS”) of the Faculty of Philosophy and Arts of Trnava University in Trnava (hereinafter referred to as “Faculty”) regulates the admission requirements and the study rules at the Faculty for the study programmes carried out at the Faculty.

Article 2

Higher Education and its Degrees

- (1) The Faculty provides education within the accredited study programmes in accordance with the curriculum compiled according to the study programme regulations. The study also involves the final thesis in line with each study programme.
- (2) The study in the study programme provides education in a selected field of study or a combination of fields of study.
- (3) The study programme can be studied in the following degrees:
 - a) Bachelor's,
 - b) Master's,
 - c) doctoral's (PhD.)
- (4) The Bachelor's study program (hereinafter referred to as "Bachelor's study") is focused on gaining theoretical knowledge and practical knowledge based on the present state of science or art, and on their usage in employment or in further follow-up study. The final thesis in the Bachelor's study is the Bachelor's thesis. The Bachelor's study graduates achieve the first level of higher education.
- (5) The Master's study program (hereinafter referred to as "Master's study") is focused on gaining theoretical and practical knowledge corresponding to the present state of science or art, and on the development of competence to apply them creatively in employment or in further higher education study in line with the PhD study programme (hereinafter referred to as the PhD study"). The final thesis in the Master's study or study in line with joined Bachelor's and Master's study programme is the Master's thesis. The Master's study graduates achieve the second level of higher education.
- (6) The Master's study graduates can undergo the rigorous examination. This examination comprises the rigorous thesis with its defence in the field of study in which they achieved the Master's level of higher education, or in a related field of study. The rules for the rigorous examination and the rigorous thesis with the defence are regulated by the individual legal regulations. Each study programme has its guarantor from among professors and associate professors, appointed by the Dean of the Faculty (hereinafter referred to as "Dean").
- (7) The PhD. study programme, as the third level study programme, is focused on gaining knowledge based on the present state of scientific knowledge, and primarily the individual contribution of the PhD student to it, which is the result of scientific research and individual creative activity in the respective field of science.

The final thesis in the PhD study is the dissertation thesis. The PhD study graduates achieve the third level of higher education.

Article 3

Forms of Study

- (1) The study programme at the Faculty is carried out in a full-time form of study, which is characterized by a daily student participation in learning activities. A full-time study is organized so that the study of the recommended curriculum corresponds according to the study programme in terms of time-consuming work of students in the range of 1500 to 1800 hours per academic year, including the independent study and individual creative activities.
- (2) The Faculty can also implement a part-time form of study, which is characterized predominantly by the independent study and consultation. A part-time form of study is organized so that the study of the recommended curriculum corresponds according to the study programme in terms of time-consuming work of students in the range of 750 to 1,440 hours per academic year, including the independent study and individual creative activities.
- (3) A study programme in both forms of study can be performed by:
 - a) attendance method,
 - b) distance learning, or
 - c) combined method.
- (4) The attendance study method represents education in a direct contact between the teacher and the student in the form of lectures, seminars, workshops, laboratory exercises, consultations, courses, practical training and other forms of teaching according to regular, generally a weekly schedule.
- (5) The distance learning substitutes a direct contact between the teacher and the student through communication using predominantly means based on the usage of computer networks, multimedia means and other means of communication. When this method is applied, the teacher usually does not come into direct contact with the student.
- (6) The combined method includes principles of both attendance study method and distance learning method in approximately same extent.

Article 4

Organisation of Study

- (1) The academic year is divided into winter semester, summer semester and holidays. The framework time schedule of the academic year is determined by the Rector no later than by 30 April of a current year.
- (2) A specific schedule for a school year in accordance with the CS is determined by the Dean.
- (3) In each semester of a full-time study there is a minimum of 12 up to a maximum of 14 weeks of instruction (teaching period). The examination period lasts at least five weeks.
- (4) The Dean can decide, within the schedule of the school year, to shorten the teaching part of the last semester of study for students of the final year of study.
- (5) The instruction is totally mandatory. Any changes to the scope of the obligation to attend lessons are provided at the beginning of the semester by the course teachers.
- (6) If the study programme prescribes duties requiring more days (practical professional training, field trips, trainings, etc.) within the examination period, the teacher must provide the student with the deadlines for obtaining credits for the courses whose part of assessment is carried out on the basis of stipulated forms and conditions of the study period, in the period extended by the number of days of the event, even during the study period of the semester.
- (7) Practical professional trainings, trainings and field trips can also be held during holidays with a completion date by the end of the academic year (i.e. by 31 August of the given academic year).

P A R T I I

ADMISSION PROCEDURE AT THE FACULTY

Article 5

Basic Provisions

- (1) The admission procedure for the applicant for the study begins the day of the delivery of their written application for the study at the Faculty. The application has to be delivered within a deadline stipulated by the Faculty.
- (2) The Dean can admit the applicant only to the study of the accredited study programmes.
- (3) The method of determining the number of students admitted to the study in a particular study programme is determined by the Rector after the consultation in the Rector's council upon the Dean's proposal.

Article 6

General Admission Requirements

- (1) Admission procedure requirements are determined by the Dean and approved by the Academic Senate of the Faculty of Philosophy and Arts of Trnava University in Trnava (hereinafter referred to as "Senate").
- (2) The basic admission requirement for the Bachelor's study is the accomplished secondary education or the accomplished secondary vocational education.
- (3) The basic admission requirement for the Master's study is the accomplished Bachelor's study.
- (4) The basic admission requirement for the PhD study is the accomplished Master's study.
- (5) The fulfilment of general requirements is verified on the basis of original documents submitted by an applicant or their copies verified by a notary.

Article 7

Other Admission Requirements

- (1) The Faculty can determine further requirements of the admission to the study in individual study programmes, mainly with regard to:
 - a) knowledge, artistic talent, sport skills important for the successful study in the study programme, language skills, respective occupational qualifications, intelligence assumptions, logical thinking and other abilities or skills,
 - b) overall results of the secondary school study or outcomes of selected subjects, or results of lower level of higher education in case of admission to a higher level of higher education,
 - c) successful participation in professional competitions,
 - d) practical training.
- (2) The requirements stipulated according to paragraph (1) letter a) of this Article are verified within the admission examination. In case of admission to the Bachelor's study or study according to Article 2, paragraph (4) of this CS, its content has to take into consideration the content of completed secondary education. The admission procedure to the PhD study always involves the admission examination.
- (3) Should the number of applicants be lower than stipulated according to Article 5, paragraph (3) of this CS, the Faculty can refrain from the verification of requirements according to paragraph (1) letter a) of this Article of this CS.
- (4) Other admission requirements to the study are approved on the proposal of the Dean by the Senate of the Faculty no later than by 31 October of the current year preceding the academic year related to the admission procedure.
- (5) The admission requirements and the way of their verification are valid for the decision-making during the whole admission procedure in the respective academic year including the appeal procedure, and cannot be modified in its course.

Article 8

Terms of Application Submission and Admission Exam

- (1) The deadline of the application submission will be announced by the Dean in the form of information on an official notice-board and in a collective form in line with the individual act 1¹ no later than four months prior to the last day of the application submission.

¹ Act No. 211/2000 Coll. on Free Access to Information and on Change and Amendment of Some Laws (Act on Freedom of Information) as amended.

- (2) Should the admission examination be part of verification of the fulfilment of requirements for the admission to the study, the Faculty will also announce the admission examination date, the recommended literature, the exam framework content and the assessment method.
- (3) Before the beginning of the admission procedure to the PhD study, the Faculty will announce topics of dissertation theses which can be applied for within the admission procedure. Each of the topics will include name, surname and workplace of the consultant. The applicant for the PhD study will apply for one of the announced topics. If the announced topic of the dissertation thesis was determined by an external educational institution, also its representatives will participate in the admission procedure.

Article 9

Admission Examination

- (1) The admission examination can comprise several parts having the written or oral form, written and oral form or practical or talent form as well as their combinations. The practical and talent exam form does not have to be held the same day as other exam forms.
- (2) Except for the case of the written exam, examining board has a minimum of three members appointed by the Dean.
- (3) The record of the admission examination will be compiled, comprising mainly:
 - a) applicant's identification data,
 - b) date of exam,
 - c) name of the study programme,
 - d) exam courses and results,
 - e) in case of oral exam, questions posed to the applicant,
 - f) signatures of the examining board members.
- (4) All assessed materials like tests, written works, documentation on the written exam, documents on secondary or higher education, the internship, the practical training, artefacts from talent part and other materials to be regarded documenting the applicant's other activities or their results are enclosed to the admission examination record.
- (5) The Dean or Associate Dean upon the authorization will finish the admission examination or its part if they find out that the applicant acted against law or seriously violated rules stipulated for the admission examination. The applicant will be issued a decision on non-admission to the study.

- (6) The Dean will announce the admission examination results no later than within three days after its execution.

Article 10

Decision on Admission Procedure Result

- (1) The criterion for deciding on the admission is the order of the candidate in the total score of the fulfilment of the conditions of the admission to the study. The two candidates with the same compliance requirements for the admission shall receive the same decision.
- (2) The Dean decides on the admission to the study in a study programme carried out at the Faculty. The applicant who received a decision not to be admitted to the study can submit a request to examine this decision to the Dean within eight days of its delivery. The Dean can accept such a request if he finds out that the given decision was issued contrary to law, to the internal regulations of the University or the Faculty or to the requirements stipulated according to Article 7, paragraph (1) of this CS. Otherwise, the request will be submitted to the Rector. The Dean's decision on non-admission to the study can be changed by the Rector if he finds out that the given decision was issued contrary to law, to internal regulations of the University or the Faculty or to the requirements stipulated by the University Code of Studies.
- (3) The decision on admission or non-admission to the study will be sent to the applicant as a personal delivery within 30 days of verification of the fulfilment of submission requirements. If the applicant's residential address is unknown, the decision will be delivered in the form of information on the Faculty's official notice-board. The fifteenth day after the day of decision delivery on the Faculty's official notice-board is deemed to be the decision delivery day.
- (4) The decision must include:
 - a) statement on admission or non-admission to the study,
 - b) reasoning,
 - c) information on the possibility to submit a request to examine the decision,
 - d) other necessary facts.
- (5) The applicant who was delivered a decision on non-admission to the study is entitled to consult the documentation on their admission procedure. The Faculty shall not make photographic copies of neither tests nor other documents related to the admission examination for the need of neither the applicant for study nor the student or other physical persons or legal entities.

- (6) The reply to the request to examine the decision on non-submission to the study shall be sent to the applicant within thirty days of its delivery.

P A R T I I I
STUDY IN BACHELOR'S AND MASTER'S
STUDY PROGRAMMES

Article 11
Course of Study

- (1) The applicant for the study becomes a university student the day of enrolment. The enrolment takes place at the Faculty on the date determined by the Dean in accordance with the framework time schedule.
- (2) A student ID will be issued to the student after the enrolment. The student will be handed a study record book, normally the day of the matriculation oath.
- (3) The study in a study programme is based on the credit study system, using the collection and transfer of credits. The credit study system enables to allocate credits based on the student's workload needed in order to complete the study courses in accordance with the regulations included in a study programme.
- (4) Credits are numeric values allocated to the courses. They express the amount of work necessary to accomplish them.
- (5) The student is entitled to enrol for the courses representing exclusively one-semester courses of the study in each academic year on the basis of the regulations stipulated in a study programme.
- (6) Each course included in the respective semester has its code and name, and is framed as one-semester course.
- (7) The study courses are divided into:
 - a) compulsory courses,
 - b) compulsory elective courses,
 - c) selective courses.
- (8) Compulsory courses are those whose accomplishment is a prerequisite for the whole study programme accomplishment.
- (9) Compulsory elective courses are those for which the student has to collect the number of credits stipulated in a study programme.
- (10) Selective courses are other courses in a study programme which the student can enrol for and they can also be part of other study programmes. They are enrolled for with the consent of the respective course teacher.

- (11) Courses of the student's curriculum are divided in a study programme into:
 - a) prerequisite courses,
 - b) co-requisite courses.
- (12) The Faculty will set up a recommended curriculum for each study programme. A recommended curriculum is set up to fulfil conditions of the successful completion of study within the standard length of study corresponding to a study programme.
- (13) The courses which the student has enrolled for in line with the study programme regulations create the student's curriculum by their time succession.
- (14) The Dean appoints counsellors for students to create curricula on the proposal of the guarantor of the respective study programme.

Article 12

Faculty Study Counsellor and Department Study Counsellors

- (1) The Faculty study counsellor is a contact person for pedagogical employees and students within the Faculty. Their task is to deal with the academic and administrative tasks related to the student mobility, and provide students with advisory services on the study options at other universities in Slovakia and abroad. Their competence includes the implementation and promotion of international cooperation programmes in the educational sphere, the arrangement of preparation, production and distribution of information packages to partnership universities in Slovakia and abroad, and the coordination of work of department counsellors. The Faculty study counsellor is appointed by the Faculty Dean from among the Faculty teachers on the grounds of the proposal of the Dean's council. The Faculty study counsellor is responsible to the Dean and the Vice Dean for the study and social issues with whom they closely cooperate in the tasks fulfilment.
- (2) The department counsellor is a contact person for pedagogical employees and students within a department. Their task is to provide advisory services on study options, study programme and setting up curricula carried out by the respective department so that the student was able to set up their personal curriculum balancing study requirements of a department with their individual interests. His competence includes the arrangement of the preparation of a department information package, communication with partnership counsellors, keeping contact with visiting students and providing assistance with arising study problems. The department counsellor is appointed by the Faculty Dean from among the department teachers on the proposal of the head of a department. The department counsellor is responsible to the head of a department.

Article 13

Collecting Credits

- (1) Each course is graded. After a successful completion of the course, the student gets credits for the given course. Credits for the respective course can be allocated only once during the study.
- (2) Credits allocated for the completion of a course are accumulated. One of the prerequisites of the study continuation is gaining a necessary number of credits stipulated in a study programme.
- (3) The teacher is required at the beginning of the semester publish in MAIS a detailed course syllabus and the conditions for obtaining credits which cannot be changed during the semester. The teacher shall write the grade into the system MAIS no later than 5 days since the grade was awarded.
- (4) Credits gained at the university after gaining of which no more than 3 years have passed can be recognized by the Dean on the grounds of recommendation of the course guarantor or the head of a department. The student has to request for the recognition by 31 October of the respective academic year. The recognition of credits obtained in the framework of the Erasmus programme shall be regulated by the internal regulations of the University.
- (5) The compulsory course enrolled for but not completed successfully can be enrolled for once more during the study. After the second unsuccessful attempt to complete the compulsory course, the student is expelled from university studies for non-fulfilling the requirements resulting from a study programme, this Code of Studies and law.
- (6) The compulsory elective course enrolled for but not completed successfully can be enrolled for once more during the study, or the student can choose a different compulsory elective course instead.
- (7) The selective course enrolled for but not completed successfully can be enrolled for once more during the study, or the student can choose a different selective course instead. In case the student has collected a sufficient number of credits they are not obliged to enrol for any selective course.

Article 14

Division of Study

- (1) The study in a study programme is divided into individual study phases, enabling a continuous review of the study and the enrolment for the following study phase. The dates of enrolment for the following study phase have to be announced

sufficiently in advance on the official notice-board of the University or the Faculty. The study phase is a semester or its integral multiples.

- (2) If the student does not enrol for the respective study phase within a stipulated period, the University or the Faculty will publish a call on the official notice-board to attend additional enrolment. This call has to be published at least ten working days before the additional date. If the student does not enrol for the additional date, they are, according to law, considered as students not fulfilling requirements resulting from a study programme.

Article 15

Suspension of Study

- (1) The study can be suspended for one semester or its integral multiples. The study can be suspended repeatedly too. The student can request for suspending 2 weeks before the end of the teaching period in the respective semester and only after a successful completion of the first academic year. In exceptional cases, mainly due to health reasons, the Dean can allow the student to suspend also during the first year of study.
- (2) The Dean can suspend the student's study in a study programme on the basis of the student's justified written request or on their own initiative if it is necessary to avoid a threat of detriment to the student or the Faculty.
- (3) The student ceases to be student of the Faculty the suspension day and the terms of study duties lose validity. In case it is necessary after suspension, the Dean will decide on the student's inclusion into a corresponding study phase. If the student's former study programme underwent changes during suspension, the student is obliged to carry out differential examinations according to a study programme.
- (4) The Dean will not suspend the student's study in case the student carries out a part of the study at a domestic or a foreign university, as long as such a part of study represents a part of study of the respective field of study of the Faculty according to its study programme.
- (5) The student is allowed to request suspension for a maximum of 2 years altogether during the whole study, student mothers for a maximum of 3 years.

Article 16

Review of Study

- (1) Main forms of the study review are:

- a) continuous review of the study (by the teacher during carrying out individual courses),
- b) review of the fulfilment of stipulated prerequisites (normally after every even semester, i.e. at the end of every school year and is organisationally covered by the student affairs office).
- c) state examination.

- (2) A form of study review within a study programme is a continuous study review.
- (3) A continuous review is carried out before the completion of the respective study phase.
- (4) A study programme allocates a number of credits to individual study phases which the student has to collect to pass the review of the respective study phase.

Article 17

Prerequisites Stipulated for Individual Study Phases

- (1) The standard student's workload for the whole academic year is expressed by the number of 60 credits (30 credits for a semester).
- (2) The continuation of the study is conditioned by the fulfilment of requirements stipulated for individual study phases.
- (3) The Bachelor's study student has to prove that:
 - a) they have collected a minimum of 20 credits at the end of the first semester of study, a minimum of 50 credits at the end of the first year of study, a minimum of 90 credits at the end of the second year of study, and a minimum of 130 credits at the end of the third year of study in a setup stipulated in a study programme and a recommended learning plan of the respective field of study,
 - b) in each year of study they have gained the grade point average better than 3.4 included.
- (4) The Master's study student has to prove that:
 - a) they have collected a minimum of 10 credits at the end of the first semester of study, a minimum of 40 credits at the end of the first year of study and a minimum of 80 credits at the end of the second year of study in a setup stipulated in a study program and a recommended learning plan of a respective field of study,
 - b) in each year of study they have gained the grade point average better than 3.4 included.

- (5) The continuation in a study programme connecting the first and the second level of higher education is conditioned by the fulfilment of requirements stipulated for individual study phases according to the Bachelor's and Master's studies.
- (6) The standard length of the Bachelor's study, including a professional practice, is as follows:
- a) a minimum of three and a maximum of four academic years in a full-time study.
 - b) a minimum of three and a maximum of five academic years in a part-time study.
- The number of credits, whose achievement is a prerequisite to a regular completion of study, is a minimum of 180 credits for the Bachelor's study.
- (7) The standard length of the Master's study, including a professional practice, is as follows:
- a) a minimum of one and a maximum of three academic years in a full-time study.
 - b) a minimum of two and a maximum of four academic years in a part-time study.
- The successful completion of the second level presupposes a collection of a minimum of 120 credits.
- The number of credits, whose achievement is a prerequisite to a regular completion of study, for the level study programme with the standard length of one year of study, is a minimum of 60 credits, a minimum of 120 credits for two years, a minimum of 180 credits for three years.
- (8) The student who has carried out all study duties stipulated in this CS as of a registration date is registered to the following year of study.
- (9) The student studying in the first level study programme, the second level study programme or a study programme according to a study programme connecting the first and the second degree for longer than the standard length of study without a serious reason, like e.g. health reasons, is obliged to pay the University annual tuition-fee for each extra year of study.

Article 18

Grading Scheme

- (1) Each completed course unit with assigned credits is assessed by a grade. The grade reflects quality of gained knowledge or skills in correspondence to the objective of the course given in the information sheet.
- (2) The assessment of the student's learning outcomes is carried out through a grading scheme consisting of the following six grades:
- A - excellent (excellent achievements) = 1,
 - B - very good (above-average achievements) = 1.5

C - good (average achievements) = 2,
D - laudable (acceptable achievements) = 2.5,
E - satisfactory (achievements fulfil only the minimum criteria) = 3,
Fx - unsatisfactory (achievements do not fulfil even the minimum criteria) = 4.

- (3) In well-founded cases (field trip, professional practical training, participation in a scientific event), the course can be classified verbally as „completed - Z“ and „non-completed - N“. If the teacher assesses the student as “completed”, the student is allocated a full number of credits. If the teacher assesses the student as “not completed”, the student is not allocated any credits.
- (4) The student is allocated credits for the course if their learning outcomes were assessed by the grade from excellent to satisfactory.
- (5) For the evaluation of the student’s performance is used the grade point average. It is calculated by summing up multiples of credit assessment and a numeric value of the grade and their division by credits collected for the respective period are summed up, for all student’s successfully completed courses for the assessed period.

Article 19

Evaluation of Study Achievements

- (1) The assessment of completed courses is represented by credits and grades.
- (2) The assessment forms and requirements for credit allocation and student’s knowledge review of individual courses are stated in the information sheets of the courses.
- (3) Each course can be assessed in one or more forms, continuously during the teaching part of the semester (follow-up questions, written tests, tasks of autonomous work, semester works, presentations at seminars, etc.) or continuously also in the examination period. Upon continuous assessment (classified credit), the percentage share of assessment of the teaching part of the semester has to represent the value of 100 % (it is allocated in the last week of teaching in the respective semester). Upon combined assessment, continuously and in the examination period (examination), the overall value of 100 % has to be shared between both phases by ratio stipulated in a study programme and the information sheet of the course.
- (4) The final thesis is considered a course. The state examination is not considered a course.

- (5) No more than 5 courses in a semester can be assessed in the examination period within a recommended learning plan.
- (6) The teacher will determine a minimum of two dates for the examination of the given course.
- (7) The dates of the examination will be determined by the teacher after agreement with students and have to be announced no later than in the last week of the teaching period in the given semester. In well-founded cases, the teacher can change the dates of the examination.
- (8) The assessment in the examination period (examination) is:
 - a) written,
 - b) written and oral,
 - c) practical and oral,
 - d) oral.
- (9) The written examination cannot be based only on grading a correct answer chosen from several options but includes open questions or the elaboration of a semester work.
- (10) A number of examined students at oral examination in one day can be a maximum of fifteen students for one examiner.
- (11) If the student's final assessment was "unsatisfactory" (Fx), they are entitled for two re-sits. The dates of re-sits will be determined by the examiner. If the student was assessed "unsatisfactory" (Fx) in 100 % continuous assessment or upon the second re-sit, they will not be allocated credits for the course, they have to enrol for it again in line with Article 13 paragraphs (4), (5) and (6) of this CS, while they cannot enrol for the course conditioned by the completion of the course for which they were assessed "unsatisfactory" (Fx) and for which they were not allocated credits.
- (12) In well-founded cases, the Dean can enable, upon the student's well-founded request, a commission examination to the student who was repeatedly assessed "unsatisfactory" (Fx) also upon the second re-sit date of the course enrolled for the second time. The examination is held on the campus of Trnava University.

P A R T I V

STATE BACHELOR'S EXAMINATION

Article 20

Introductory Provisions

- (1) The first degree study at the Faculty is completed by the state examination.
- (2) A part of the state examination in the first level of higher education is the defence of the Bachelor's thesis.
- (3) The state examination and the Bachelor's thesis demonstrate the student's ability to work creatively with gained theoretical and practical knowledge in the study field and the ability to use it in the occupation or further higher education.
- (4) Members of examination commissions (hereinafter referred to as "commission") for the final state examinations and their chairmen are appointed and withdrawn by the Faculty Dean on the proposal of the head of the respective department.
- (5) The final state examination is taken by the student in front of the commission no later than two years after the day of fulfilling prerequisites for taking the final state examination. Otherwise, such a student is considered the student who has not fulfilled prerequisites resulting from this CS.

Article 21

Commission for State Bachelor's Examinations

- (1) The final state Bachelor's examination is taken in front of the examination commission. The examination commission for the final state examinations has a minimum of three members.
- (2) Only academic teachers at professor and associate professor position, and fellow lecturers with the third level of higher education, exceptionally also other experts approved by the Faculty scientific council, have a right to examine at the final state examination. The commission chairperson and members can also be professors and associate professors from a different university or experts from a different scientific department or social practice.
- (3) The Chairperson of the examination commission is a professor or an associate professor in the respective field, in exceptional cases in a related field of study. More examination commissions can be set up in one field of study.

- (4) Members of examination commissions for the state examinations and their chairpersons are appointed and withdrawn by the Faculty Dean on the proposal of the head of the respective department.

Article 22

Bachelor's Thesis

- (1) The Bachelor's thesis verifies knowledge, abilities and skills which the student gained during the study, and their ability to use them upon solving tasks within the respective field of study.
- (2) Topics of the Bachelor's theses are listed and published by the head of a department. The student can (apart from listed topics) propose topics of the Bachelor's thesis themselves.
- (3) The student will submit to the department a written application, containing the title of the Bachelor's thesis and the approval of the supervisor / consultant of the Bachelor's thesis, no later than at the end of the fourth semester. Universal application forms are available at the departments.
- (4) The Bachelor's thesis must meet the respective formal criteria stipulated in a valid standard.
- (5) The deadline of submitting the Bachelor's theses is stipulated by the Dean in the study time schedule. The student can ask for a prolongation of the deadline of the Bachelor's thesis submission due to serious reasons with the consent of the head of a department, however, by a maximum of 7 days.
- (6) The student will submit two copies of the Bachelor's thesis in a hardback at the department, and its electronic version at the same time.
- (7) The department is obliged to file one copy of the Bachelor's thesis at the department, and to submit another one in Trnava University library.
- (8) The student can take the final state examination only after the Bachelor's thesis defence.

Article 23

Arrangement of State Bachelor's Examination

- (1) The final state Bachelor's examinations are held in May / June each year.

- (2) The departments will publish exact dates of the final state examinations on the official notice-board and the Faculty internet page no later than six weeks in advance.
- (3) The prerequisite of the participation in the final state examination is a successful completion of all stipulated study duties of the given study field.
- (4) The student will register for the final state examination in writing through the student affairs office no later than three weeks prior to the final state examination date. The student who has registered for the final state examination and has not withdrawn from it within five business days before the final state examination date, and cannot participate in the exam due to serious well-founded reasons, will excuse themselves in a written form to the commission through the student affairs office within three business days after the final state examination date. In that case, the chairperson can decide (according to the extent of seriousness of the reason of absence) to accept such an excuse, which will be stated in the "state examination report" as "excused", and he will determine an alternative date for the examination. Unexcused absence or absence with unaccepted reasons of the student's excuse will be assessed as "unsatisfactory" (Fx). The student can give notice of appeal against such a decision of the commission chairperson to the Dean. The Dean's decision is the final decision.
- (5) The opponents of the Bachelor's theses are determined by the head of the respective department.
- (6) The elaboration of the Bachelor's thesis is assessed by the supervisor / consultant of the Bachelor's thesis and the opponent. Unless a department states otherwise, a review of the Bachelor's thesis, assessing and grading the Bachelor's thesis in line with Article 25, paragraph (1) of this CS will be elaborated only by the opponent and will be handed to the head of a department. Respective departments will enable students to acquaint with the reviews of their Bachelor's theses no later than three business days prior to the final state examination date. The department is obliged to file reviews of the Bachelor's theses.

Article 24

Course of State Bachelor's Examination

- (1) A course of the final state examination and announcement of its results are public. The decision-making of the examination commission on the final state examination results takes place at a closed meeting of the examination commission.

- (2) The chairperson of the commission manages a course of the final state examination and is responsible for the commission functioning.
- (3) The final state examination takes place within one day. The Bachelor's thesis defence always precedes the final state examination.
- (4) The student starts the Bachelor's thesis defence by acquainting the commission with the thesis, refers to the comments stated in the reviews and answers the questions of the commission.
- (5) The oral examination consists of courses of the final state examination stipulated in a study programme. The student chooses questions randomly.
- (6) If the student does not submit the Bachelor's thesis (however fulfils all study duties to complete the last year of study at the same time), it is a reason for not allowing their participation in the final state examination.

Article 25

Grading of State Bachelor's Examination

- (1) The result of the final state examination, including the Bachelor's thesis defence, is graded "excellent" - A (1), "very good" - B (1.5), "good" - C (2), "laudable" - D (2.5), "satisfactory" - E (3) and "unsatisfactory" - Fx (4). If the final state examination comprises several courses, each course is graded individually.
- (2) If one of the courses was graded "unsatisfactory", the overall results of the final state examination are assessed as "unsatisfactory" - Fx.
- (3) The overall assessment of the state examination results is determined by the commission for the final state examinations at a closed meeting by voting on the day of the final state examination. In the case of equality of votes, the vote of a commission chairperson prevails. The decision of a commission will be announced by its chairperson publicly the day of the final state examination.
- (4) The assessment of the final state examination is recorded in a "Review of the final state examination" and is signed by the chairperson and all members of the commission.
- (5) The „Review of the final state Bachelor's examination" of students registered for the given state examination date will be delivered by the chairperson of the commission at the student affairs office within three business days.

- (6) The student graduates with honours if each component of the final state examination is completed in a due term, while its final assessment is excellent and the grade point average for the whole study is better than 1.1 included.

Article 26

State Bachelor's Examination in Alternative Term or Its Re-sits

- (1) The student is entitled to request in writing for a re-sit of the state examination if they:
- a) did not submit the Bachelor's thesis in a stipulated term,
 - b) did not defend the Bachelor's thesis,
 - c) did not participate in the final state Bachelor's examination in a stipulated date and did not excuse their absence within three business days after the final state Bachelor's examination date, or the reasons of their excuse were not accepted by the commission,
 - d) were assessed "unsatisfactory" (FX) from at least one course at the final state Bachelor's examination.
- (2) The student who did not participate in the final state Bachelor's examination or its part in a stipulated date and their absence was excused by the commission is entitled to request in writing for an alternative date of examination or the Bachelor's thesis defence. An alternative date will be determined by the chairperson of the commission no later than fifteen days prior to the examination date.
- (3) The student registers for a re-sit date and re-sit only those courses they were assessed as "unsatisfactory" (Fx). The student can apply for the first date of the Bachelor's state examination only after a successful defence of the Bachelor's thesis and after they have passed the first date of the final state examination. The student can apply for the second re-sit state Bachelor's examination only after a successful defence of the Bachelor's thesis and after they have passed the first re-sit date.
- (4) Should the student fail the Bachelor's thesis defence, the commission will decide whether the Bachelor's thesis will be rewritten or whether the student will elaborate the Bachelor's thesis with a different topic. In that case the defence of the Bachelor's thesis takes place the following academic year.
- (5) The student is entitled for a re-sit final state Bachelor's examination for a maximum of two times by two years since the end of higher education. The date of a re-sit final state Bachelor's examinations will be determined by the Rector, or by the Dean of the Faculty.

Article 27
Final Provisions

(1) The graduates of the Bachelor's study at the Faculty are issued a diploma comprising the field of study, a degree and a report on the final state Bachelor's examination. The graduates of the first level of higher education are assigned "Bachelor" (abbrev. Bc.) degree given in front of their name.

(2) The report on the final state Bachelor's examination, diploma and diploma supplement are dated by the examination date.

P A R T V

STATE MASTER'S EXAMINATION

Article 28

Introductory Provisions

- (1) The second level of higher education is completed by the final state Master's examination.
- (2) A part of the state examination in the second level of higher education is the Master's thesis defence.
- (3) The state examination and the Master's thesis demonstrate the student's ability to work creatively with gained theoretical and practical knowledge in the study field and the ability to use it in the occupation or further higher education in line with the PhD study programme.
- (4) Members of examination commissions (hereinafter referred to as "commission") for the final state examinations and their chairpersons are appointed and withdrawn by the Faculty Dean on the proposal of the head of the respective department.
- (5) The state examination is taken by the student in front of a commission no later than two years after the day of fulfilling prerequisites of taking the state examination. Otherwise such a student is considered the student who has not fulfilled prerequisites resulting from this CS.

Article 29

Commission for State Examination

- (1) The final state examination is taken in front of the examination commission. The examination commission for the final state examinations has a minimum of four members.
- (2) Only academic teachers at professor and associate professor position, and other experts approved by the Faculty scientific council are entitled to examine at the final state examinations. The commission chairperson and members can also be professors and associate professors from a different university or experts from a different scientific department or social practice.

- (3) The chairperson of the examination commission is a professor or an associate professor in the respective field, in exceptional cases in a related field of study. More examination commissions can be set up in one field of study.
- (4) Members of examination commissions for the final state examinations and their chairpersons are appointed and withdrawn by the Faculty Dean upon the proposal of the head of the respective department.

Article 30

Master's Thesis

- (1) The Master's thesis verifies knowledge, abilities and skills which the student gained during the study, and their ability to use them upon solving tasks within the respective field of study.
- (2) Topics of Master's theses are listed and published by the head of a department within the seventh semester of study. The student can (apart from listed topics) propose a topic of their Master's thesis themselves.
- (3) The Master's degree student will submit to the department a written application, containing the title of the Master's thesis and the approval of a supervisor / a consultant of the Master's thesis, no later than at the end of the second semester. Universal application forms are available at the departments.
- (4) The Master's thesis must meet respective formal criteria stipulated in a valid standard.
- (5) The date of submission of the Master's thesis is stipulated by the Dean in a study time schedule. The student can request for a prolongation of the deadline of submitting the Master's thesis due to serious reasons with a consent of the head of a department, however, by a maximum of 7 days.
- (6) The student will submit two copies of the Master's thesis in a hardback and the electronic version of the work at the same time at the department.
- (7) The department is obliged to file one copy of the Master's thesis at the department, and to submit another one in Trnava University library. One copy is left for the supervisor.
- (8) The student can take the final state examination only after the Master's thesis defence.

Article 31

Arrangement of State Examination

- (1) The final state examinations are held in May / June each year.
- (2) The departments will publish the exact dates of the state examination on the official notice-board and the Faculty internet page no later than six weeks in advance.
- (3) The prerequisite of participation in the final state examination is a successful completion of all stipulated study duties of the given field of study.
- (4) The student will register for the final state examination in writing through the student affairs office no later than three weeks prior to the final state examination date. The student who has registered for the final state examination and has not withdrawn from it within five business days before the final state examination date, and cannot participate in the exam due to serious demonstrable reasons; will excuse themselves in writing to the commission through the student affairs office within three business days after the final state examination date. In that case, the chairperson can decide (according to the extent of seriousness of the reason of absence) to accept such an excuse, which will be stated in the "final state examination report" as "excused". Unexcused absence or absence with unaccepted reasons of student's excuse will be assessed "unsatisfactory" - Fx (4). The student can give a notice of appeal against such a decision of the commission chairperson to the Dean. The Dean's decision is the final decision.
- (5) The opponents of the Master's theses are determined by the head of the respective department.
- (6) The elaboration of the Master's thesis is assessed by the supervisor of the Master's thesis and the opponent. Unless a department states otherwise, a review of the Master's thesis, assessing and grading the Master's thesis in line with Article 33, paragraph (1) of this CS will be elaborated only by the opponent and will be submitted to the head of a department.
- (7) The respective departments will enable the students to acquaint with the reviews of their Master's theses no later than three business days before the state examination date. The department is obliged to file reviews of the Master's theses.

Article 32

Course of State Examination

- (1) The course of the final state examination and the announcement of its results are public. The decision-making of the examination commission on the final state examination results takes place at a closed meeting of the examination commission.
- (2) The chairperson of the commission manages the course of the state examination and is responsible for the commission functioning.
- (3) The state examination takes place within one day. The Master's thesis defence always precedes the final state examination. Exceptionally and upon the approval of the Dean, the Master's thesis defence can take place the day of the final state examination although it usually takes place a different day.
- (4) The student starts the Master's thesis defence by acquainting commission with the thesis, refers to the comments stated in the reviews and answers the questions of the commission.
- (5) The oral examination comprises courses of the final state examination stipulated in a study programme. The student chooses questions randomly.
- (6) If the student does not submit the Master's thesis (however fulfils all study duties to complete the last year of study at the same time), it is a reason for not allowing their participation in the final state examination.

Article 33

Grading of State Examination

- (1) The result of the final state examination, including the Master's thesis defence, is graded "excellent" - A (1), "very good" - B (1.5), "good" - C (2), "laudable" - D (2.5), "satisfactory" - E (3) and "unsatisfactory" - Fx (4). If the final state examination comprises several courses, each course is graded individually.
- (2) If one of the courses (the Master's thesis defence) was graded "unsatisfactory", the overall results of the final state examination are assessed as "unsatisfactory" - Fx. In that case, the student can register to re-sit for the final state examination no sooner than in the following academic year.
- (3) The overall assessment of the final state examination results is determined by the commission for the final state examinations at a closed meeting by voting on the date of the final state examination. In equality of votes, a vote of the commission

chairperson prevails. The commission's decision will be announced by its chairperson publicly the final state examination day.

- (4) The assessment of the final state examination is recorded in the "Review of the final state examination" and is signed by the chairman and all members of the commission.
- (5) The "Review of the final state examination" of students registered for the given state examination date will be delivered by the chairman of the commission at the student affairs office the final state examination day.
- (6) The student graduates with honours if each component of the final state examination is completed in a due term, while its final assessment is excellent and the grade point average for the whole study is better than 1.1 included.

Article 34

Awarding of Students

- (1) The Dean of the Faculty can award honoured students with the academic appreciation – the Dean's prize.
- (2) The proposals for the Dean's prize are submitted to the Dean by the chairpersons of the commissions for the final state examinations.
- (3) Awarding the academic appreciation of the Dean of the Faculty is confirmed to the given graduate by issuing a certificate signed by the Dean of the Faculty. The appreciation can also include a financial payment.
- (4) The Dean's prize is handed in to the given graduate during the graduation ceremony by the Dean of the Faculty.
- (5) Honoured students can be awarded the academic appreciation – the Rector's prize under conditions stipulated in Trnava University directive.

Article 35

State Examination in Alternative Dates or Its Re-sits

- (1) The student is entitled to request in writing for a re-sit of the final state examination if they:
 - a) did not submit the final thesis in a stipulated deadline,
 - b) did not defend the final thesis,

c) did not attend the final state examination in a stipulated term and did not excuse their absence within three business days after the final state examination date, or the reasons of their excuse were not accepted by the commission, d) were assessed as “unsatisfactory” from at least one course at the final state examination.

- (2) The student who did not participate at the final state examination, its re-sit or its part in a stipulated term and their absence was excused by the commission has a right to request in writing for an alternative term of examination or the final thesis defence. An alternative term will be announced to the student by the student affairs office no later than fifteen days prior to the examination date.
- (3) The student re-sits for only those courses assessed as “unsatisfactory” (Fx) in the alternative date of the final state examination.
- (4) The student can apply for the first re-sit state examination only after a successful Master’s thesis defence and having passed the first date of the final state examination. The student can apply for the second re-sit state examination only after a successful Master’s thesis defence and having passed the first re-sit state Master’s examination.
- (5) The student is entitled to re-sit for the final state examination for a maximum of two times within two years after finishing university studies.

Article 36

Final Provisions

- (1) The graduates of the Master’s study at the Faculty are issued a diploma comprising the field of study, a degree and a report on the final state examination. The graduates of the Master’s study are assigned “Master” (abbrev. Mgr.) degree stated in front of their name.
- (2) The report on the final state examination and the diploma are dated the examination date.

P A R T V I

STUDY IN PhD STUDY PROGRAMME

Article 37

The study is governed by the applicable legislation and internal regulations of the University.

P A R T V I I

COMPLETION OF STUDY

Article 38

Regular completion of study and documentation of study

- (1) The study is finished by a due completion of the study according to the respective study programme. To finish the study successfully in a credit study system, it is necessary for the student to:
 - (a) Pass all the compulsory courses and an assessed number of credits for the compulsory courses,
 - (b) Obtain a prescribed number of credits assessed by the Faculty for the respective study level, defend the final thesis and pass the state examinations assessed by a study programme successfully.
- (2) The day of the completion of study is considered the day when the last condition assessed for a due completion of study of the given study programme is fulfilled.
- (3) The study shall not exceed its standard length for more than two years according to this CS.
- (4) The documents on a due completion of study of the accredited study programme and on gaining a proper academic degree are as follows:
 - (a) University diploma
 - (b) State examination certificate
 - (c) Diploma supplement

- (5) The university diploma is a proof of graduation of the accredited study programme in the respective study field and a document granting the academic degree. It is issued by the university. It contains the name and the surname of a graduate, a diploma matrix number, the name of the university, the name of the field of study, the name of the study programme under which the study was completed, the name of the faculty, the academic degree and other data given by the university. The university diploma is usually submitted at the academic ceremony.
- (6) The final state examination certificate is a proof of the final state examination, its components and its outcome.
- (7) The diploma supplement is a proof containing details about a completed study programme.
- (8) Upon a specific request the University can issue study documents in line with paragraph (4) of this Article in a foreign language. The fee is determined by the internal regulations of Trnava University.
- (9) The Master's degree graduate can apply for the rigorous examination. Conditions for admission and sitting for the rigorous examination as well as the defence of the rigorous thesis are determined by the Dean. After a successful completion of the rigorous examination and the defence of the rigorous thesis the graduate of the respective doctoral study programme is given an academic degree of "doctor of philosophy" (PhDr.) preceding the name.

Article 39

Other termination of study

- (1) Besides a regular completion the study is terminated by:
 - (a) leaving the study,
 - (b) not terminating the study in the date determined by the Code of Studies,
 - (c) exclusion from the study because the requirements arising from the study programme and the study rules have not been fulfilled,
 - (d) exclusion from the study because of the imposition of disciplinary measures for a disciplinary offense ,
 - (e) recall of a study programme if the student does not accept an offer to continue in the study of a different study programme,
 - (f) transfer to a permanent study at a different university at home or abroad
- (2) In case of leaving the study and not completing the study in the date determined by the Code of Studies, the Dean issues the student a listing of fulfilled study requirements on the student's request. The listing contains the information that the study has not been completed and how long the student has been studying at the Faculty. The student who has been excluded from the study can be given a listing of completed study requirement in case he makes a request to the Dean.

The listing contains the information that the study has not been completed as well as the reason for exclusion.

P A R T V I I I

FINAL PROVISIONS

Article 40

Repeal provisions

The Code of Studies of the faculty of Arts of Trnava University in Trnava that was approved by the Academic Senate of the Faculty of Philosophy and Arts of Trnava University in Trnava on 21 January 2009 and approved by the Academic Senate of Trnava University in Trnava on 13 April 2009 is cancelled.

Article 41

Validity and efficacy of the Code of Studies

- (1) This Code of Studies takes effect upon the day of its approval in the Academic Senate of Trnava University in Trnava.
- (2) This Code of Studies enters into force upon the day of its publication on the official notice - board of Trnava University in Trnava.

Article 42

Application of the Code of Studies

Should the application of the Code of Studies or other internal regulations of the Faculty lead to the rigour, the Dean of the Faculty can decide on their moderation with regard to particular circumstances.

Mgr. Katarína K a r a b o v á, PhD.
President of the Academic Senate of
FPhaA TU

prof. PhDr. Marta D o b r o t k o v á, CSc.
Dean of FPhaA TU

prof. JUDr. Soňa K o č i š i a r o v á, PhD.
President of the Academic Senate
TU in Trnava