

The Slovak University of Agriculture in Nitra

Study Regulation
of the Slovak University of Agriculture in Nitra
(selected parts)

2/2008

I. Mission, tasks and status of Slovak University of Agriculture in Nitra

1. Slovak University of Agriculture (hereinafter referred to as "SUA") is a top educational and scientific institutions, whose main task is to provide university education on the basis of scientific knowledge in agriculture and related areas of science and creative scientific research. Its mission is to provide education, research and extension to create and transmit knowledge needed to develop agriculture and related fields of science, rural development in Slovakia, with a connection to the international community. Fulfils its mission by education of specialists-graduates with high moral principles, civil and social responsibility, educated in the values of democracy, humanism and tolerance.

2. SUA and its faculties provide university education in accredited study programmes performed in three levels: the first - bachelor, the second – engineer (corresponds to master), the third - a doctoral study programmes.

II. Bachelor and Engineer degree programmes

PART ONE

BASIC CHARACTERISTICS

Article 1

General provisions

1. Study Regulation of engineering (master) and bachelor degree programmes at SUA are issued pursuant to § 15 section 1 letter b) Law. 131/2002 Higher Education and amending certain laws (hereinafter referred to as “law”), as amended and the Statute of the SUA as an internal regulation of SUA.

2. This Study Regulation is mandatory for all students at bachelor and master degree programmes in all forms of learning for all teachers and other participants in the educational process, carried out at SUA and its faculties in accredited degree programmes.

PART TWO

STUDY FIELDS AND STUDY PROGRAMMES

Article 2

Field of study, study programmes and joint study programmes

1. Study programmes performed at SUA are provided professionally and organizationally by SUA. Study programmes performed at faculties are professionally and organizationally provided by faculties. The responsibility for implementation and the quality of teaching in the conducted courses is borne by SUA or faculty which provides an accredited degree programme.

2. The right to decide or act on matters identified by this Study Regulation has the competent authority, which means the rector within the study programmes provided by SUA and the dean within study programmes provided by the faculty (hereinafter referred to as "competent authority").

3. SUA provides higher education in fields of study included in the system regulations, which are managed by the Ministry of Education. Field of study is defined by the content that is characterized by the areas and the extent of knowledge, skills and abilities, performed by the graduate.

4. SUA and its faculties conduct education in accredited study programmes in one field of study or in combination of two study fields. If both study fields in the study programmes are represented equally, it is considered as an interdisciplinary study, otherwise one study field is considered main and the other subordinate.

5. Study programme is a set of learning activities: lectures, seminars, exercises, tutorials, excursions, laboratory work, practice, final (bachelor, diploma, doctoral) work and a set of rules designed to pass them to receive university education. Study programme is carried out in three levels mentioned in article 1 point 2 of this Study Regulation, which is completed with the state exam. Part of the study according to each study programme is also the final thesis.

Article 3

Bachelor degree programme

1. Bachelor degree programme –a study programme of first level - focuses on the acquisition of theoretical and practical knowledge based on the current state of science and their practical use in profession or in continuing higher education. Standard length of study for the bachelor degree programme, including the practice is at least three and not more than four academic years.

2. Bachelor degree programme is completed with the state exam. Defence of bachelor thesis is one of the state exams.

3. Bachelor degree programme graduates receive academic education of a first level, and are awarded the academic degree "Bachelor" (abbr. "Bc.") according to § 52 section 5 of the law.

Article 4

Engineer (corresponds to Master) degree programme

1. Engineer degree programme (hereinafter "ESP") - second-level of a degree programme - focuses on the acquisition of theoretical and practical knowledge based on the current state of science and to develop skills in applying them in profession or in continuing third level programme - PhD. Standard length of engineer study programmes is minimum one academic year and maximum three academic years, so that the overall standard length of bachelor and subsequent engineer study programmes, in the same or in the related fields of study is five years.

2. ESP is completed with the state exam and defence of thesis. Thesis defence is one of the state exams.

3. ESP graduates receive a university education of a second level and shall be awarded with an academic title "Engineer" (abbr. Ing., corresponds to MSc.) according to section 53 clause 5 of the law.

Article 5

Study Plan

1. Study plan of student set the sequence of study programme units and forms of study results evaluation. The study plan is organized by student himself or in cooperation with the study advisor, according to specific rules of given study programme and Study Regulation of the SUA or faculties.

2. The courses are divided into:

- a) obligatory
- b) obligatory elective
- c) elective

Obligatory courses are determined according to the requirements of graduates' profile of particular study programme. Obligatory elective courses represent an alternative offer, resulting from the profile of a graduate of given study programme. Elective courses are selected by the student from the Course Catalogue of SUA, valid for actual academic year.

3. Student may select courses beyond his intended study programme from the group of obligatory elective courses and elective courses. Obligations arising from the study plan are mandatory for student, even if they chose a course (statement entered into the study record book) beyond the duties prescribed by the study programme.

4. Study advisors are provided by SUA and its faculties, to help to prepare study plan. They are appointed from the members of university teachers by the competent authority.

5. The role of academic adviser is to guide student in preparing their study plan (the choice of courses, sequencing, credit rating, the possibility of passing the doctoral programme at another faculty or university, etc.).

6. The number of consultants for a certain study programme is decided by the competent authority based on the number of students who are enrolled into such study programme.

Article 6

Parallel studies

1. Student may study another study programme apart from the study programme for which he was accepted. It can be at the same or at a different faculty within SUA, or at another university.

2. A student who was accepted and enrolled at particular level of university education after 1.9.2007 and studies simultaneously in one academic year two or more study programmes offered by public higher education institution of the same level, is required to pay annual tuition fees for the second and further study programme in the particular academic year. A student who re-enters for further study of a study programme in the particular level after a break is required to pay to the public higher education institution the proportion of annual tuition fee depending on the number of calendar months remaining until the end of the

academic year after his re-entrance.

PART THREE STUDY

Article 7 Basic Provisions

- 1.** General conditions for admission of candidates to study in various degree programme and admission procedure provides Section 55, Section 56 and Section 58 of the law. Applicants for the joint degree programme courses shall meet the conditions specified in the agreement according to Section 54 Letter a. Candidate for study within academic mobility shall also comply with the terms of an exchange programme pursuant to Section 58 Letter a of the law.
- 2.** SUA or faculty, determines the number of students to be admitted to the given study programme. If a higher number of applicants meet the conditions for admission to such programme, those applicants shall be admitted who have demonstrated the highest level of abilities for the study in accordance with Section 57 of the law.
- 3.** If the part of the verification of abilities for study consists of the entrance examination, an applicant with special needs shall have at his/her request the possibility of adjustment of the form and method of undertaking the entrance examination, taking regards of his/her special needs.
- 4.** SUA or a faculty, if the study programme is carries out at the faculty, shall publish the application deadline, admission requirements, date and method of verification of fulfilment of the admission requirements and if an entrance examination is a part of such verification also the form, general content of the entrance examination and method of evaluation of its results in advance, no later than 20 September in academic year, ahead of the academic year when the study shall start, in case of a bachelor degree programme or degree programme under Section 53 clause 3 of the law, and in case of other degree programmes at the latest two months before the last date for applications deadline. Such information shall be posted up on an official board of SUA and its faculties. The SUA or a faculty shall publish information on the number of applicants planned for admission to study on particular study programme in the same way.
- 5.** The applicant having received a decision on non-admission to study may request a review. The request is presented to the authority having issued the decision, in a time period of eight days upon its delivery.
- 6.** If the applicant fails to show interest in the study, or provide the information if he/she will enrol for the study at the time determined by SUA or faculty, his/her right to enrol for the given study programme shall lapse and SUA or faculty may offer the place to the next applicant in the list of successful applicants
- 7.** In one academic year, SUA can accept for the part-time form of study no more than the number of applicants who were accepted for full-time form of study.

Article 7a

Academic mobility

1. SUA or faculty can accept for a short term study also a student from another university, including foreign universities and universities from third countries without the admission procedure in accordance with the terms of the given exchange programme or by contract between the receiving and sending universities.

Article 8

Enrolment for the study

1. By notification of the decision on admission to study according to section 58, clause 7 of the law, the candidate has right to enrol to study in the specific accredited study programme. Date, place and way of enrolment shall be determined by the competent authority and applicant shall be notified.

2. The right of the applicant to enrol ends, if he does not reply to SUA or the faculty, whether he will enter the study (section 58 clause 9 of the law), responds negatively or does not respond within the deadline given by SUA or the faculty.

3. Students enrol the university with an academic swear an oath. The oath shall be done by a formal matriculation ceremony.

Article 9

Forms and methods of study

1. Studying at SUA may be carried out in a full-time form or in a part-time form of study. The full-time form of study is characterised by the student's daily attendance of educational activities. In case of study programmes of the first and second level and programmes according to section 53 clause 3 of the law, direct contact between the teacher and the student is required for at least 18 hours per week in the academic year in which the lessons are organised, this is not applied for the time of practical training or study-related internships. Part-time form of study is characterized by predominantly independent studying and consultation.

2. Both forms of study the study programme can be realised by:

- a) attendance method
- b) distance method, or
- c) combined method.

3. The attendance method of study consists of direct contact between teacher and student.

4. The distance method replaces the teacher – student contact by using means of communication, especially the means based on the use of computer networks.

5. The combined method is based on the attendance method of studying and assumes a higher proportion of independent study.

Article 10

The credit system

1. SUA implements a flexible system of study with a credit evaluation of courses in accordance with the principles of the European Credit Transfer System (European Credit Transfer System - ECTS) in section 62 of law no.614/2002, about the credit system of study.
2. The credit system allows students to select the pace and place (university, faculty) of study and to adjust the level of difficulty to individual learning abilities and possibilities as well as the requirements of an educational institution.
3. Student obtains credits for completion of courses. The student's standard load is expressed by the number of sixty credits per academic year, thirty credits per semester. 1 ECTS credit corresponds to 26 hours of student's workload.
4. For proper completion of studies in the bachelor study programme at a standard length of study of 3 years, the student shall obtain 180 credits. In engineering study programme, at a standard length of study of 2 years, 120 credits.
5. Distribution of credits is chosen by student individually with respect to the conditions set out in section 23, clause 2 of the law and the extension of study beyond the standard length is associated with reimbursement of tuition fees under section 92, clause 6 and section 113a clause 10 of the law.

Article 11

Academic Year and its organization

1. The academic year begins on 1st September of the current year and ends on 31st August of the next year.
2. Study in one academic year is divided into two semesters.
3. Semester usually lasts 14 weeks. The dates of the teaching period and examination period are set in the Academic calendar issued by the rector of SUA for a particular academic year.

Article 12

Education process

1. The basic educational activities are lectures, seminars, case studies, consultations, tutorials, final thesis, field trips, individual study and practical trainings. All these activities are provided by the department who is competent in the field and realises the teaching of courses with relevant content also in other degree programmes, regardless of their formal faculty integration.
2. Lessons are provided by teachers in the academic position of professor and associate professor. Lessons from selected chapters may be also provided by lecturers, researchers, distinguished experts and visiting foreign teachers upon the consent of the competent authority.

3. Departments organize consultations for students. Office hours are published at the particular department.
4. Guarantor of a course issues course timetable and during the first week of the semester discloses specific information about the course syllabus and content of lectures and seminars, conditions for granting credit, requirements for exam, mandatory and recommended reading.
5. The length of a lesson at all faculties at SUA is 45 minutes.
6. Participation of students in lectures, seminars, tutorials, practical trainings, excursions and other forms of instruction is obligatory. The competent authority may determine exceptions, in appropriate cases.
7. The student is obliged to register for courses in accordance with the existing study plan and given time table of lessons.
8. Each course is completed with credit or with credit and exam.

Article 13

Credit

1. Credit is awarded for active participation in seminars and meeting the conditions specified in the education process set by the guarantor of the course, set at the beginning of the semester.
2. Student who was not awarded by credit can meet the requirements for granting of credit in an alternative date, which is determined by the teacher, so that students can take the exam during the examination period of the particular semester.
3. Awarded credits are recorded without delay in hard copy (Exam records book) and in electronic form in Student Information System (hereinafter referred as "SIS").

Article 14

Exams

1. Exams verify the student's knowledge of the course content and his ability to creatively present the acquired theoretical and practical knowledge.
2. Exam can be oral, written, practical or combined. For students with special needs the form of exam may be modified according to the type of their disability. Exam takes place in one day and the result is usually published on the day of the exam.
3. The right to examine is for teachers in positions of professors and associate professor or teachers, who lectured the course, exceptionally for other teachers, with the consent of the Head of the Department. The form is determined by guarantor of the course.
4. Students can perform exam during the examination period specified in the Academic calendar, until 31 August of that academic year at the latest. In exceptional cases the competent authority may authorize an extension of individual examination period, but no later than until the beginning of teaching period of the following academic year.

5. Dates, time and venue of the exam must be disclosed through the SIS, no later than 2 weeks before the end of the semester. Number of given dates must be proportionate to number of students and in accordance with the provisions of Article 15, clause 1 of this Study Regulation, evenly distributed throughout the examination period.

6. Students must register for an exam in the Student Information System.

7. Student may sit for an exam only if awarded credit for the particular course.

8. If the student fails to attend the exam without reason and does not provide proper excuse within three days he/she is graded FX (4).

9. Exams are evaluated according to the classification scale of ECTS (see Grading system table) and a grade is written into the student's Exam record booklet (Index) by the examiner as follows: A (1), B (1.5), C (2), D (2.5); E (3). Classification level FX (4) is not written into the student's Exam record booklet.

Grading system at SUA

| Study results (verbal assessment and % of points reached at the exam) | | ECTS Grade | Local Grade | |
|--|---------------|-----------------------|--------------------|-----|
| outstanding performance | 93-100 % | A | excellent | 1 |
| above average standard | 86-92% | B | very good | 1,5 |
| average standard | 79-85% | C | good | 2 |
| fair | 72-78% | D | satisfactory | 2,5 |
| performance meets minimum criteria | 64-71% | E | sufficient | 3 |
| poor, more work required | less than 63% | FX | fail | 4 |

10. Students will gain credits for the course if the results were rated with a grade A to E.

12. Exam results, including grade FX (4) are recorded by the examiner immediately after the exam in hard copy in Exam records book and in electronic form in SIS.

13. Documents of the written exam are archived at the department for one year.

Article 15

Repetition of exams

1. Student who fails an exam at the regular date is entitled to two more attempts during the time determined by the examiner.

2. Upon the request of the student or the examiner, the repetition of exam in accordance with clause 1 of this article, may be done in front of three member commission appointed by the head of the department and approved by the competent authority.

Article 16

Enrolment for the next part of the study

1. Student can be enrolled for to the next part of the study, if they gained at least 48 credits in the previous academic year.

2. Obligatory, obligatory elective and elective courses in the total amount of 12 credits that were not properly completed, student can enrol for the same course again in the next study year. Student may replace pending elective courses by another elective course, or if they gained sufficient number of credits they may enrol for the next study year without completion of the pending elective course. If the student fails to properly complete an obligatory or obligatory elective course after they have been enrolled for the course the second time, the student is excluded from the study in accordance with Section 66 clause 1 letter c of the law.
3. Dates of enrolment are set by the competent authority according to the Academic calendar of the particular academic year. The student is required to enrol for the next study year during this date. If the student fails to enrol in time, SUA or faculty asks the student in writing to enrol within ten working days upon receipt of the letter.
4. If the student upon receipt of the letter does not enrol in the given period of time or does not request an extension of this period due to medical reasons that prevent them to enrol properly, the date till which the student should have enrolled for the next study year is considered the date of student's withdrawal from the study.
5. At the enrolment procedure the student's Exam record booklet is checked by the study affairs office of the faculty (SUA). Enrolment is recorded in the student's Exam record booklet and student card.

Article 17

Repetition of courses from the previous study year

1. The student, who did not complete courses that they had been enrolled for in the previous academic year in the total amount of more than 12 credits, may apply for repetition of courses from that study year. If the repeated courses are not completed in proper manner for the second time, the student is excluded from the study in accordance with Article 16 clause 2 of this Study Regulation.
2. Students may repeat courses from previous study year in total amount of more than 12 credits under conditions stipulated in Article 23 clause 2 of this Study Regulation.
3. Written request for repetition of courses from previous study year, with the student's Exam record booklet is to be submitted to the study affairs office of the faculty (SUA) no later than 31 August (included). The possibility to repeat the courses shall be decided by the competent authority within 15 days of receipt of the request by the faculty (SUA).
4. For repeated course the guarantor of the course may recognize the credit from the previous year if it was granted. If student failed to gain credit for the course in the previous study year, they must attend the course in full.

Article 18

Interruption of studies

1. A student may request interruption of the study from the competent authority:
 - a) without giving any reason for a maximum period of one year;
 - b) from medical and other severe reasons for a maximum period of two years;

- c) student - parent from the reason of care for a child for maximum period of three years.
2. Studying under clause 1 letter a) and b) of this article may be interrupted no more than once at each level of the study.
 3. During the interruption of the study, student loses the rights and responsibilities of the student stipulated in Section 64 clause 1 and Section 69 clause 2 of the law. Student has to deliver their Exam record booklet to the study affairs office of the faculty (SUA) and the interruption is recorded in it.
 4. During the period of interruption of study, student may request the competent authority to terminate the suspension of the study, before the end of the period of interruption.
 5. After the time of interruption of study the student is required to enrol to the study at the study affairs office. If the student fails to re-enrol within the deadline set by the competent authority, SUA or faculty asks the student in writing to enrol within ten working days of receipt of this notice.
 6. If the student upon receipt of the notice does not enrol in the given period of time or does not request for extension of the period due to medical reasons that prevent them to enrol in time, the day, till which the student should have enrolled is considered the date of student's withdrawal from the study.

Article 19

Individual Study Plan

1. Study according to an individual study plan is organized under conditions decided by the competent authority.
2. Students with disabilities can study according to individual study plan; in appropriate cases they may request an extension of the duration of the study without obligation to pay the tuition fee.

Article 20

Changes of study programme

1. The competent authority of the faculty (SUA) at which the student wants to continue their study decides on changes of the study programme upon written request of the student, not later than 31 August of that year. Study programme can be changed only within the same field of study or in a combination of study fields according to Section 70 clause 1 letter 1) of the law.
2. Other conditions of changing of study programme are determined by the competent authority of the faculty (SUA) at which student want to continue their studies.
3. The competent authority shall decide on recognition of studies from different university (faculty), including credits and exams (credits and exams can be recognize up to five years from the date of their execution), and on the inclusion of the student into the particular study year or the extent of differential exams needed in accordance with the credit system of study at SUA.

Article 21

Final theses

1. Topics of the final thesis are published at the department, in number and manner specified by the competent authority. The student has the right to submit a proposal to the teacher of a department, which he would like to process.
2. The structure of the Final thesis is set by the unified methodology of SUA.
3. The final thesis shall be submitted in duplicate to the study affairs office of the faculty (SUA) within the deadline set by the competent authority.
4. Preparation of the final thesis is considered to be a course and it is awarded by credits. The quality of final thesis is evaluated by the supervisor of the final thesis and the opponent.
5. Head of Department will ensure the transfer of evaluated final thesis to the study affairs office of the faculty (SUA) till the deadline given in the Academic calendar.
6. With the prior written consent of the dean of the faculty the final thesis may be written and defended in other than the national language. In this case, the student must secure at their own expenses an abstract of the thesis in the national language and this shall be its integral part.

Article 22

State Exams

1. Study in engineering and bachelor study programme is properly completed with a State exam.
2. Dates of state exams are set by a competent authority in regular or alternative date.
3. Defence of bachelor thesis at bachelor level and diploma thesis at master level is one of the state exams. Courses for state exams are given in each study programme.
4. State exam is public and takes place in front of the Examining board for State exam. Commission is appointed and a number of members of the Commission provided by the competent authority. Examining board to carry out State exam has at least four members (section 63 clause 6 of the law).

Right to examine at state exams hold

- a) for Bachelor degree programmes – teachers in academic positions of Professor, Associate Professor, Assistant Professor with third level of education. The Examining board for bachelor degree programme must have at least one member in position of Professor or Associate Professor,
- b) for Engineering degree programmes – teachers in academic positions of Professor, Associate Professor, eventually other experts approved by the Scientific board. At least two members of the Examining board for State exam must be in academic positions of Professor

or Associate Professor.

5. The student has the right to familiarize themselves with the evaluation of their final thesis at least one week before the date of State exam.

6. If a student can not participate in State exam, they are obliged to notify this fact in advance. If the student does not provide relevant excuse or withdraws from the State exam, the Examining board shall assess the outcome of state exam with the grade Fail (4).

7. No later than 2 months before the State exam the student can familiarize themselves with the published thematic units of the State exams for each course. Questions for State exams are not published public and students draw them for each course separately at the State exam.

8. Results of State exams in each course of State exams are evaluated separately. The defence of the thesis is evaluated by the Examining board with regard to the evaluation of the supervisor and opponent.

9. State examinations and its parts are classified by the following grades: excellent (1), very good (1.5), good (2), satisfactory (2.5), sufficient (3), fail (4).

Evaluation of State exam

| Final Thesis Defence | Evaluation of State exam courses | Overall evaluation of State exam (final grade) |
|--|---|---|
| E excellent (1) | Average grade < 1,5 | Excellent (1) |
| Excellent (1), very good (1,5) | $1,5 \leq \text{average grade} < 2,0$ | Very good (1.5) |
| Excellent (1), very good (1,5), good (2) | $2,0 \leq \text{average grade} < 2,5$ | Good (2) |
| Excellent (1), very good (1,5), good (2), satisfactory (2,5) | $2,5 \leq \text{average grade} < 3,0$ | Satisfactory (2,5) |
| Excellent (1), very good (1,5), good (2), satisfactory (2,5) | average grade = 3,0 | Sufficient (3) |
| Sufficient (3,0) | average grade $\leq 3,0$ | Sufficient (3) |
| Thesis defence evaluation Fail* or one of state exam courses evaluation Fail | | Fail (4) |

* The Examining board shall decide if student has to review the thesis and decision shall be written into State exam record

10. Overall assessment of study on the basis of the weighted average of all grades and of the final grade of the State exam is: with honours, passed, failed.

11. Criteria for completion of studies with honours:

- weighted average of all grades during the study <1.50
- and
- Excellent (1) as the final grade of the State exam.

12. State exam can be repeated only once, with regard to the provision of Article 23 point 2 of this Study Regulation.

13. By the repeated acts of State exam student retakes only courses classified with grade Fail (4).

14. In case of evaluation of thesis defence by the grade Fail (4), State exam consist only of defending of the thesis.

15. The condition of graduation of study programmes with advanced language training in foreign languages (EN, FR, DE, ES, Russian) is the completion of Language exam at particular level and according to the study plan.

Article 23

Regular completion of the studies

1. The study is properly completed by graduation according to the given study programme. The date of the study completion is the day when the last of the conditions set for the proper completion of the study programme is met.

2. Study of a study programme may not exceed the standard length of study in more than two academic years (Article 3 clause 1, Article 4 clause 1 of this Study regulation).

Article 24

Irregular completion of the studies

1. In addition to regular completion of the study, the study may be completed due to the following events:

- a) withdrawal from the study
- b) failure to complete the study at the date specified under Section 65 clause 2 of the law
- c) exclusion from the study resulting from failure to meet requirements of the study programme or set in the Study regulation of SUA
- d) exclusion from the study pursuant to Section 72, clause 2 Letter c) of the law
- e) cancellation of the study programme pursuant to Section 87 clause 2 of the law provided the student refuses the offer of the university to continue in another study programme
- f) student's death

2. The date of the study completion is

- a) pursuant to Clause 1 letter a) of this article
 - the date of delivery of the student's statement to higher education institution on withdrawal from the study
 - the date, till which the student should have enrolled into the next study year after receipt of written notice according to article 18, clause 4 this Study regulation
 - the date till which the student should have enrolled after interruption of study according to article 18 clause 6 this Study regulation
- b) pursuant to Clause 1 letter b) of this article the end of the academic year in which the student should have completed the higher education
- c) pursuant to Clause 1 letters c) and d) of this article, the date of resolution on exclusion from the study taking effect

d) pursuant to Clause 1 letter e) of this article, the date for which the higher education institution has announced cancellation of the study programme.

Article 25

Awards and Prizes

1. Awards and Prizes may be awarded to students for outstanding learning performance, for active participation in scientific, research and training activities, for representing the faculty and university or high human deeds.

2. Students who are graduating with honours may be granted:

- a) the Prize of the Rector,
- b) the Prize of the Dean.

3. Awards and Prizes under section 1 and 2 of this article may be associated with scholarships in accordance with the provisions of the Scholarship Regulation of SUA or faculty.

Article 26

Documents of study

1. There are following forms of evidence of study:

- a) student's card
- b) Student's Exam record booklet (Index);
- c) Transcript of records.

2. Student card is a document confirming the student's status, entitling to use student rights and advantages resulting from legal provisions, internal regulations of the SUA and agreements with other legal entities. Such a document also serves to prove information written in it. The form of the student card is determined by the Ministry of Education of Slovak Republic. The student is handed the student's card upon entry in the student's registry. It is issued by the SUA.

3. Student's Exam record booklet is a document in which especially units of the study programme and results of exams or achievements in the course are recorded. It is issued by the faculty or SUA, if the study programme is carried out at SUA.

4. The Transcript of records contains information on the study duties fulfilled by the student within their study programme. The transcript is issued by the faculty or SUA, if the study programme is carried out at SUA.

5. The transcript shall be given to:

- a) a person having completed the study programme pursuant to Section 24 Clause 1 of this Study regulation
- b) a student upon request
- c) a graduate of the study programme upon request

Article 27

Graduation Documents and Certificates

1. The graduation documents and certificates of completed study programme within given field of study are the following:
 - a) University Diploma
 - b) Certificate of State exam,
 - c) Diploma Supplement.

2. The University Diploma is a certificate on completion of an accredited study programme in the particular field of study and on award of academic degree. It is issued by the SUA. The University Diploma is usually delivered at the academic graduation ceremony.

3. The Certificate of the State exam is a record of the State exam taken, its parts and its result. It is issued by the SUA.

4. The Diploma Supplement is a document containing details on the completed study programme issued by the SUA. Graduate shall receive the Diploma Supplement along with the University Diploma.

5. The SUA shall also issue the documents under clause 1 of this article in English language at a special request of a student for a fee according to internal guidelines of SUA.

PART FOUR STUDENTS OF SUA

Article 28 Rights and duties of the student

1. The student of SUA has the following rights:
 - a) to attend the courses of the study programme to which they have been enrolled
 - b) to create their own study plan in accordance with the regulation of the study programme and Study regulation of SUA (or faculty)
 - c) to enrol for the next part of the study programme upon fulfilling requirements stipulated in the study programme or Study regulation
 - d) to choose, with respect of time and capacity limits given in the Study Regulation and study programme, the speed of the study, sequence of completing of units of the study programme with regards to the fixed sequence and to choose teacher for a course lectured by several teachers
 - e) to apply during their study also for study at another faculty, another university in Slovakia, or abroad
 - f) to use the university facilities in accordance with rules given by SUA or faculty
 - g) to be represented in the self-regulatory bodies SUA (faculty)
 - h) to participate in scientific, research and other creative activities of SUA or faculty,
 - i) to have the opportunity at least once a year to comment on the quality of teaching and teachers in an anonymous questionnaire
 - j) to express the ideas and observations on education in the faculty (SPU) freely and in appropriate form
- a) to elect the academic self-regulatory bodies,

- l) to have different philosophical views and religious beliefs,
- m) to benefit from and apply academic freedoms in accordance with the principles of democracy, humanity and the Legal order of the SR,
- n) on information and advisory services related to the study and the career possibilities of the graduates of study programmes,
- o) if the student is obliged to pay fees under section 92 clause 5 of the law, the student decides which study programme they will study free of charge if they are entitled to free education,
- p) to change study programme within the same field of study or a combination of study fields under conditions stipulated in the Study regulation.

2. SAU Student Responsibilities are:

- a) comply with the Statute of SAU and faculty and Study regulation of SAU and faculty and relevant internal regulations,
- b) meet the educational requirements in accordance with their study programme;
- c) pay tuition and other fees if they are in compliance with applicable laws and internal regulations of SUA associated with the study exclusively and directly to SUA and truthfully state the facts essential to their determination,
- d) notify the SUA or faculty if registered in the study programme provided by the faculty, the postal address for receiving written documents;
- e) appear in person upon written summons from the competent authority or their designated staff member to discuss issues relating to the course or the end of the student's studies, or related to their rights and obligations
- f) protect and economically use the facilities, equipment and services of SUA, follow the rules of civil coexistence, fulfil their civic obligations at SUA and outside,
- g) protect their health and health of others, care for environmental protection
- h) notify SUA in writing by 30 September of the academic year of their decision under point 1 letter o) of this article.

Article 29

Register of Students

1. SUA keeps a register of students, which records the students for statistical and budgetary purposes.
2. Data recorded in the register of students on individual student are in the structure pursuant section 73 clause 3 of the law.
3. The data in the register of students can be handled by authorized personnel of SUA only.