

THE SCHOOL OF ECONOMICS AND MANAGEMENT OF PUBLIC ADMINISTRATION IN BRATISLAVA, STUDY REGULATIONS FOR FOREIGN STUDENTS

Study Regulations for foreign students of the School of Economics and management of Public Administration in Bratislava (further on just Study Regulations) are issued as internal directive of a private higher education institution according to § 48 art. 1, letter b) Act No. 131/2002 Coll. on Higher Education as amended and supplemented by further regulations (further on just law).

Article 1

GENERAL REGULATIONS

1. Study Regulations define more in detail the „basic characteristics of education,“ which are a part of bylaws of the School of Economics and Management of Public Administration in Bratislava (further on just VŠEMvs).
2. Study Regulations are binding for creation of all following internal regulations of the School of Economics and Management of Public Administration in Bratislava.
3. Study Regulations of VŠEMvs are binding for all foreign students from third countries, teachers and other employees who study, organize or provide studies at VŠEMvs.

The first part

ORGANIZATION OF STUDY

Article 2

KINDS, SCOPE AND SYSTEM OF STUDY

1. VŠEMvs offers, organizes and provides higher education in accredited study programs on the first and second level of study.
2. In the full time study students take part in the assigned forms of classwork supplemented by their self-study. Full-time study is such a form of study where a student takes part in educational activities on a daily basis.
3. Study programs are approved by the Scientific Council of VŠEMvs after discussions in the Academic Senate of VŠEMvs.

Article 3

STUDY PROGRAM

1. A study program is a set of courses which consist of educational activities, especially a lecture, seminar, practice, final thesis, project paper, internship, field trip, professional experience, state examinations and their combinations; and a set of rules put together in such a way that successful undertaking of these educational activities while keeping the given rules makes it possible to achieve an academic degree.
2. A final thesis is a part of the study according to every study program which makes one subject together with its defence; thesis defence belongs among state examinations. Based on approval of the school the final thesis can be written and defended in a different than the official state language. In such a case the thesis contains an abstract in the state language. A prerequisite of being let to defend the final thesis is a written agreement of the student to publicize and make the final thesis available to the public according to § 63 article 9 of the law during the period of time it has to be saved and according to § 63 article 7 of the law without any demand for honorarium.
3. A study program may be realized in a field of study which is a part of a system of study fields. A study program can also be realized in a combination of study fields.

Article 4

BACHALOR'S DEGREE PROGRAM

1. Bachelor's degree program as a study program of **first level** is aimed at gaining theoretical knowledge and practical knowledge based on the current state of science or art. Professionally orientated bachelor's degree programs aim at successful usage of such knowledge at work. Academically oriented bachelor's degree programs aim at continuing in study in higher education institutions on the second level.
2. Graduates of the bachelor's degree program complete first level higher education.

A standard length of study for a bachelor's degree program including professional experience in the full-time study is a minimum of three and maximum of four academic years.
3. The number of credits that have to be gained as a condition for proper completion of study, is at least **180** credits for bachelor's degree program with the standard length of study.
4. The final thesis (according to § 52 article 4 of the law) when studying bachelor's degree program is the **Bachelor's Thesis**.

5. Bachelor's study graduates receive the academic title "**Bachelor**" (abbreviated "**Bc.**").

Article 5

MASTER'S DEGREE PROGRAM

1. A study program of the **second level** aims at gaining theoretical and practical knowledge based on the current state of science, technology and developing abilities to creatively apply them at work or while continuing in higher education according to doctoral study program.
2. Standard length of study for a program of second level including professional experience in full-time study is at minimum one and maximum three academic years.
3. The number of credits that have to be gained as a condition for proper completion of study, is at least **120** credits for a second level study program with the standard length of study.
4. Final thesis (according to § 53 article 5 of the law) when studying according to a study program of the second level is a **Master's Thesis**.
5. Graduates of study programs who received the Master's Degree or studied in similar study programs abroad can go through a rigorous examination procedure, which consists of a defence of a Rigorous Thesis in a study program they were awarded their university degree or relating field of study. A prerequisite of being let to defend the rigorous thesis is a written agreement of the student to publicize and make the rigorous thesis available to the public according to § 63 article 9 of the law during the period of time it has to be saved and according to § 63 article 7 of the law without any demand for honorarium. After a successful defence VŠEMvs grants the academic degree "doctor of philosophy" (abbreviated "PhDr.").
6. Rigorous procedure is regulated by a special directive No. 3/2017 "Principles of rigorous procedure of VŠEMvs in Bratislava."

Article 6

ADMISSION TO STUDY

1. Applications to study at VŠEMvs may be submitted by citizens of the Slovak Republic and foreigners who prove having met the requirements for study given by the law and will meet further requirements approved by the Academic Senate of VŠEMvs on the rector's proposal.
2. Admission procedure begins by delivery of written application to study at VŠEMvs by the deadline stated by VŠEMvs. The application may be also submitted

electronically, while the applicant also has to submit a written application. With the application the applicant submits all the necessary documents required by the higher education institution.

3. Applicants for study pay a fee for admission procedure, whose amount is stated by VŠEMvs. The evidence of payment is submitted with the application to study.
4. The basic prerequisite for admission to Bachelor's degree program at VŠEMvs is having completed high school education, having successfully passed the school-leaving exam. The selection of applicants is carried out based on evaluation of their high school results.
5. Basic prerequisite for admission to Master's degree program at VŠEMvs is graduation from a first-level study program and meeting requirements stated for the admission procedure of the second level. Applicants for study may be graduates of a first-level university education at other schools of similar or related fields of study.
6. The rector decides upon admission for study in accordance with the requirements stated for admission. Based on an application to enquire into a decision the rector may confirm or change the decision if it had been issued at odds with the law, internal directive of VŠEMvs or conditions stated according to § 56 and 57 of Act No. 131/2002 Coll. on Higher Education as amended and supplemented by further regulations (further on just "law") or in disputable cases the application may be further advanced to the Academic Senate of VŠEMvs. Academic Senate of VŠEMvs will either confirm or change the original decision.
7. The decision about the result of admission procedure is sent within 30 days since verification of meeting the requirements for admission to study to the applicants. It contains a statement, causative and instruction about the possibility to apply for enquiry into the decision.

Article 7

FORMS AND METHODS OF STUDY

1. A study program is carried out in full-time study.
2. A study program in full-time study is carried out through a presence, distant or combined method.
3. Presence method of study is based on instruction with a direct contact between the instructor and students. Such instruction is carried out through mandatory attendance in lectures and seminars, consultations to selected subjects of a study program, consultations to final theses, examinations, defence of final theses and at state examinations.

4. Distant method of study supplements the direct contact of an instructor with students by communication through modern information technology. Instruction is carried out through the internet, study materials are provided in printed and electronic form. Individual consultations with instructors of subjects and consultations about final theses are carried out electronically.
5. Combined method of study (presence-distant) is based on instruction with direct contact between the instructor and students at lectures, seminars, consultations, examinations, as well as using modern information technology, which makes it possible to lower the number of direct contact lessons with the instructor.
6. Elaboration of a final paper is classified and credits are granted.
7. Attendance of students in lectures, seminars, and consultations is mandatory. The instructor has the right to excuse 30 % of absence in lessons and assign further tasks for the student to be able to master the curriculum. In case the instructor does not excuse the 30 % absence of a student or if the student exceeds the stated limit for absence, even if it is based on objective reasons (e.g. health issues), he/she is obliged to transfer the subject into further academic year.
8. The case if a foreign student did not excuse absence in lectures and seminars is the basis for exclusion from study and informing the foreign police for the purpose of being expelled.

Article 8

ORGANIZATION OF ACADEMIC YEAR

1. An academic year begins on 1 September of a year and ends on 31 August of the following year.
2. Study in one academic year is divided into two semesters. A semester can last 10 - 15 weeks.
3. At the beginning of an academic year there is a preparatory period set aside for students' enrolment, introductory lectures and other organizational issues connected with the opening of an academic year. Instruction in winter and summer terms is regulated by the schedule of VSEMs for the given academic year. After instruction in winter and summer term there follows an examination period.
4. The schedule of study for an academic year is given by the rector.

The second part

COURSE OF STUDY

Article 9

CREDIT SYSTEM

1. The organization of study is based on a credit system using accumulation and transfer of credits. It enables to evaluate student's load connected to carrying out the units of study program through credits in accordance with the rules included in the study program.
2. Credits are figures attached to units of study program expressing the amount of work necessary to go through them. Standard load of a student in full-time study for the whole academic year is expressed by the number of 60 credits.
3. To successfully complete a Bachelor's degree program 180 credits are necessary.
4. To successfully complete a Master's degree program 120 credits are necessary.
5. Credits are only granted after successful completion of a course. Passing a course is evaluated by a classification scale of A (1), B (1.5), C (2), D (2.5), E (3), FX (4). The given classification units equal to evaluation by marks:

A - Excellent, 90-100 % marks,
B – Very good, 80-89 % marks,
C - Good, 70-79 % marks,
D - Satisfactory, 60-69 % marks,
E - Sufficient, 50-59 % marks,
FX - Fail, 0-49 % marks.

Note: if a student commits plagiarism (according to article 29 letter g of the Study Regulations) he/she will receive an FX.

6. A student proceeds to the next year of study if he/she gains a minimum of 42 credits in the given academic year. In a three-year Master's degree program a student needs a minimum of 32 credits appointed by the study plan for the academic year to proceed into the next year of study. If a student does not gain the appointed minimum number of credits, the rector will decide about the student's proceeding into the next year of study based on his/her application.
7. If a student in the evaluated year of study does not pass all the examinations set by the study plan for the academic year, he/she is obliged to register them in the next year of study. The transferred course is registered by the student in the electronic credit book for the new academic year and must be passed in this academic year.
8. The instructor of a course will let the students know at the beginning of instruction about the conditions of evaluation.

Article 10

COURSES IN A STUDY PROGRAM

1. Courses included in the study program are divided into these categories:
 - a) Mandatory – passing them successfully is a prerequisite for passing a part of study or the whole study program,
 - b) Mandatory selective – a prerequisite for passing a part of study or the whole study program is successful passing of a given number of these courses according to student's selection in a structure given by the study program,
 - c) Selective – other courses which a student may choose to supplement his/her study and to gain an adequate number of credits in the respective part of his/her study.
2. Mandatory selective courses and selective courses are always open if a minimum number of students chooses them (the number is set by VSEMvs for each course and academic year).

Article 11

REGISTRATION AND PASSING OF COURSES

1. By receiving the decision of admission for study in a given study program of a given level of study in a given form of study an applicant receives the right to enrol in studies.
2. Information about the enrolment is sent to applicants in a written form together with the notification about the decision of admission for study.
3. By enrolment for study students receive the right and duty to take part in courses in a given form of study, as well as to take part in examinations.
4. The right for enrolment of an applicant terminates if he/she does not enrol at the stated time and at the same time does not provide (send by mail) within three working days an excuse (a note from the doctor about being unable to come because of an illness or a trustworthy acknowledgement about serious family matters), or does not enrol at a substitute time.
5. At the beginning of an academic year students enrol for study courses according to a study plan of a given year of study. All courses given by the study plan which will be studied in the given academic year have to be registered in the electronic credit book on the date of enrolment.
6. A mandatory course which a student was registered for and did not pass successfully, has to be registered again during his/her study (in the following year

of study). After the second unsuccessful try to pass a mandatory course the student is excluded from study.

7. A mandatory selective course which a student registered for and did not discontinue in through the study department within 10 days from enrolment, has to be taken part in. Similar conditions apply to a registered mandatory selective course which a student does not pass successfully as in part 6 of this article. However, a student may select another course instead of it from the offer of mandatory selective courses which however is then seen as a repeatedly registered course.
8. A selective course which was not successfully passed may be registered for again by the student or he/she may select another selective course which, however, is then seen as a repeatedly registered course. If the student gained a sufficient number of credits, he/she does not have to choose another selective course. In case he/she did not successfully pass the registered selective course and he/she has a sufficient number of credits, the student may ask for its deletion.
9. After enrolment the student receives a student identity card. The identity card is issued in the form of an ISIC (http://www.isic.sk/index.php?option=com_content&task=view&id=7&Itemid=5), or in the form of an internal VŠEMvs student ID. Both documents are equal from the point of view of the Study Regulations of VŠEMvs.
10. VŠEMvs internal student ID can be used in relation to other legal entities only if there is an agreement between VŠEMvs and the given legal entity.
11. VŠEMvs internal student ID is a contactless chip card Mifare DESFire EV1 8kB issued with the name of the student. The card printmaking includes the following:
 - School logo
 - Name of student
 - Date of birth
 - Date (month and year) since when the card is valid
 - Photo of student
 - Serial number of the card under the photo in a format visible to the VŠEMvs systems
 - Complementary imprints
12. The card is only printed on one side, the white side is designated for extension stickers issued by VŠEMvs.
13. The issue of the first VŠEMvs internal student ID is free. Further fees connected to the VŠEMvs internal student ID and the ISIC card are listed in the directive on school fees and tuition and fees connected to study at VŠEMvs in Bratislava for the given academic year.

14. It is the student duty to carry the ID whenever attending the school – it is used for entering the premises of VŠEMVs and to prove identity of a student during the educational process.
15. A teacher or school employee has the right to ask a student for identification when entering the premises of VŠEMVs and during classes visually (to compare the photo in his/her ID), as well as electronically (application of the student ID to a scanner belonging to the school system including portable scanners).
16. When losing the card, the student is obliged to report the loss without delay on an email address preukaz@vsemvs.sk. When reporting the loss or damage of the card the reporter is obliged to state the approximate time and the way of loss of the card (especially if the card was lost /damaged/stolen).

Article 12

STUDY IN ABROAD

1. Students who receive a scholarship for a similar field of study at universities in abroad or are admitted by foreign schools (faculties) for a study, will be released from the study at VŠEMVs for a time equivalent to the length of their study in abroad. A student remains the student of VŠEMVs, even when studying abroad.
2. An application for release to study abroad together with a brief study program and documents proving admission to study abroad will be submitted to the study department at the rector's office by the student two weeks prior to the departure the latest.
3. Based on the student's application and officially attested translations of documents verified by the foreign school the rector decides about inclusion of the completed study and acknowledging of the gained credits for passed exams at a school abroad. The documents submitted by the student within one month after returning from a study abroad have to be clear about the extent and content of the completed courses as well as the form of passed examinations (syllabus, required literature and the like).
4. If a student did not meet the requirements of valid Study Regulations, after returning from a study abroad, he/she will return into the part of study program from which he was released and he will be allowed to interrupt study.
5. If a student completes a study at a school abroad according to a different study program, he/she will apply for disrupting of study at VŠEMVs according to article 17 of these Study Regulations.

Article 13

EXAMINATIONS

1. Students are evaluated continuously, while their acquiring of knowledge gained through all forms of instruction and self-study is observed, as well as the level of elaboration of assignments. The reached level of knowledge and skills is evaluated based on previously set criteria by asking questions, testing, concrete study tasks, written assignments and the like. The level of demand of the criteria is conditioned by the assigned credits expressing the amount of work necessary to complete the course. The results of continuous assessment are an important part of evaluation at an examination from the respective course.
2. Examinations serve to check students' knowledge from the courses and the ability to creatively apply theoretical knowledge while solving practical tasks. Examination can be oral, written, or combined. The department chair decides about the form of an examination. Examinations and retakes are usually taken with professors, associate professors and assistant professors who facilitated the educational process. The examination requirements are announced to student at the beginning of the course by the instructor.
3. A written examination is taken under the supervision of the instructor on one day and its length may not exceed one hour. Students are informed about the result of the written examination no later than 7 days after the examination was taken.
4. The examination date and time from the respective course is given by the examining instructor and is published through a student portal on the internet. A student is obliged to register for the examination through the student portal no later than 24 hours before the examination is due. A student has to register for the regular examination in the examination period of the given semester when the program is included in the study plan.
5. A student may deregister from an examination no later than 24 hours before it is due.
6. A student may excuse his/her absence based on serious reasons, especially health problems, the earliest 24 hours before the examination is due and no later than five days after it was due and the examiner is competent to excuse the absence.
7. If a student did not come for an examination and his/her absence had not been excused, or if he/she stepped back when already at an exam, he/she is evaluated by the grade FX - fail.
8. Exams in full-time study are taken in the examination period, in part-time study they are taken throughout the whole semester. The duration of the examination period is given by the schedule for the academic year.
9. A student who failed at a regular examination date has the right to retake. In case the student fails the retake, he may retake the examination again but for a stated fee. The amount of the fee for examinations for an academic year is

given by the "Directive on tuition and fees connected to study at VŠEMvs in Bratislava for the academic year". Further retakes are decided upon by the rector of VŠEMvs in Bratislava.

10. A student applies for the rector's retake by submitting an application for the rector's retake and by settling the fee given by the "Directive on tuition and fees connected to study at VŠEMvs in Bratislava for the academic year".

Article 14

ACKNOWLEDGEMENT OF STUDY AND EXAMINATIONS

1. Study at different higher education institutions in the Slovak Republic or outside SR and credits and examinations gained there from courses of the study plan of VŠEMvs are acknowledged and are seen as if the student took them at VŠEMvs on condition that they were gained in an accredited study program and that they are equal in extent and content of study.
2. The rector of VŠEMvs decides upon the acknowledgement of examinations and credits gained at a different school (also in abroad) based on a written application of the student, certificate about them having been taken, submitted syllabus or information lists with the required literature, while she demands the opinion of the gestor of the course. Acknowledged examinations and credits based on the above mentioned agreement are entered by the study department into the credit book and the information system.
3. A student who completed study at a different higher education institution or already studied at a different school and did not complete the study and was admitted to study at VŠEMvs, may require of the rector to acknowledge the taken examinations. She may acknowledge them with regard to the results, the time passed from the examination and the opinion of the department chair. Based on the examinations acknowledgement she will decide about enrolment in a respective year of study.
4. Taken examinations and received credits in Bachelor's degree program cannot be acknowledged for the Master's degree program.
5. Completing part of study and its acknowledgement from a foreign school must be formally secured by:
 - a) An application for an exchange study,
 - b) An agreement about study among the student, VŠEMvs in Bratislava and the receiving school before the student enrolls in the receiving school,
 - c) A statement of study results.
6. Study completed within European educational programs, as well as bilateral agreements with schools outside SR realized according to article 5, will be acknowledged for the student to the full extent in accordance with the

agreement about study and a statement of results (including evaluation and gained credits) and will compensate an equivalent part of study (including taken examinations and other forms of evaluation per semester or academic year). If a student completes study at schools outside SR within programs LLP ERASMUS, CEEPUS and other programs of the European Union or within stays provided by SAIA MŠVVaŠ SR, bilateral agreements, educational programs organized by VŠEMvs or universities in the European Union, while the content of study does not have to be identical with the content of study of the given study program.

7. The prerequisite for acknowledging study according to paragraph 6 is gaining such a number of credits equivalent to the standard load for one academic year according to article 9 paragraph 2 including the prescribed number of exams and credits adequate to this standard load according to the given and recommended study plan of a respective study program. If a student completes study at a school with headquarters outside SR, within programs LLP ERASMUS, in the program CEEPUS and within other programs of the European Union or within stays provided by SAIA MŠVVaŠ SR, bilateral agreements, educational programs organized by VŠEMvs or universities in the European Union, VŠEMvs will acknowledge the study abroad and include the credits gained during study in accordance with the agreement about study.

Article 15

INDIVIDUAL STUDY PLAN

1. The rector may allow for an individual study plan based on a written application, which a student in full-time study delivers no later than 20 September, in case it is a student with excellent study results or has other serious reasons for individual study. A student (applicant) will submit respective documents following from his/her application together with the application for study according to an individual study plan. The application needs to state whether the student is applying for an individual study plan for one semester or the whole academic year.
2. The rector may approve study according to an individual study plan usually for such a full-time student who: represents in an important sport, takes care of a small child or a student who was diagnosed with risky pregnancy, has provable long-term health problems, has other serious reasons which prevent him/her from taking part in specified forms of study.
3. Based on an individual study plan a student enrolls for such courses for the given academic year, which are taught according to the schedule in winter and summer term in accordance with study plans and which he decided to complete in the given year.
4. Within 15 days a student will agree with the instructor the conditions for gaining continuous and end-of-term evaluation, the rate of attendance at the course, frequency of consultations or further tasks to successfully complete the course.

5. A student may only pass examinations in the given academic year, which he duly registered for on the given dates and times. Courses he/she enrolled for are binding.

Article 16

DISRUPTION OF STUDY

1. Disruption of study is allowed by the rector based on a written application of a student not more than twice during the duration of study on the respective level of study (Bc. or Mgr.) namely:
 - a) The most for two continual academic years from health reasons or other serious reasons and for a student – mother when her child was born,
 - b) The most for one academic year without providing a reason. In the first year of study, it may only be disrupted according to letter a) of this paragraph.
2. The student must apply for disruption of study in writing before the beginning of the academic year. Based on serious, especially health reasons, a student may apply for disruption of study no later than before the beginning of the examination period of the given semester of the given academic year. A student may disrupt study from the summer term with starting again the summer term of the following academic year only on condition that he/she passed all exams registered for in the winter term.
3. After the duration of the disruption of study the student is placed into the year of study when the disruption came to effect. Placement in a year of study is conditioned by passing differential exams if a study plan had been changed.
4. During the duration of the disruption of study a student does not have the student's rights and duties. During the disruption of study the student may not take examinations and thus he will not be granted credits.
5. If the reasons for disruption vanish, the rector may end the disruption based on the student's application before the elapse of the time of disruption, however, always at the beginning of a semester.

Article 17

EXTENSION OF STUDY

1. The standard length of study, i.e. three years in the Bachelor's study and two or three years in Master's study, can be extended by no more than two years. The student must apply for the extension in writing by 31 August in the respective academic year. The height of tuition is stated by the Rector's directive on tuition and fees for the given academic year.

2. A student who did not complete a course prescribed by the study plan of the 3rd year of Bachelor's study or 2nd year of Master's study or did not complete a course included in the state examination may apply for extension. The student will only enrol in the missing course.
3. Study is completed by passing the state examination no later than at the end of the academic year, so that the standard length of study is not extended by more than two years.

Article 18

STATE EXAMINATIONS

1. Successful completion of a study program is conditioned by passing the state examinations. The defence of the Bachelor's thesis in the Bachelor's degree program and the defence of the Master's thesis in the Master's degree program also belong among state examinations.
2. VŠEMvs according to the valid methodical guideline of MŠVVaŠ SR on essentials of final theses, their bibliographic registration, and originality check, saving and availability, enters all final theses elaborated at VŠEMvs into the central registry of final theses of MŠVVaŠ SR.
3. The application for the state examination is only accepted by the study department if the student proves that all courses were duly completed and that he gained the given number of credits for the given study program of the Bachelor's or Master's study.
4. The state examination is taken before an examining committee. The committee has at least four members.
5. Only teachers who have the function of professors, associate professors and other experts approved by the Scientific Council of VŠEMvs have the right to examine at the state exam, if it is Bachelor's degree program also teachers in the function of assistant professors with a third level university degree.
6. The process and announcement of results of the state examination is public. The decision-making of the examination committee takes place in a non-public meeting.
7. The rector appoints the persons in examination committees by choosing from those who are authorised to examine. At least two members of the examination committee members are teachers in the function of professor or associate professor, if it is Bachelor's degree program, at least one teacher in the function of professor or associate professor.

Article 19

CLASSIFICATION AND REPETITION OF STATE EXAMINATION

1. Written and oral part of the state examination and the defence of Bachelor's or Master's Thesis are classified by A – FX grades.
2. The overall classification of the state exam:
Graduated with honours,
Graduated and failed.
 - a) The "graduated with honours" evaluation is used to evaluate the state exam result if a student received an A or B from each part of the exam, while the number of As has to be greater than Bs.
 - b) The "graduated" evaluation is used to evaluate the state exam result if a student does not qualify for the rules in par. a) and at the same time has not received "failed" (FX) from any of the parts of the exam.
 - c) If any part of the state examination has been evaluated "failed" (FX), the overall state examination evaluation is "failed".
3. If a student has not taken part in a state examination or if he/she has failed it, he/she may try again and retake the exam on a given date and time. The student retakes only that part of the state examination which he failed. A student has the right for a regular date of state examination and alternative date of state examination. The rector of VŠEMs in Bratislava may decide about further alternative date of state examination for a given fee according to the Directive on tuition and fees for the academic year.
4. Retake of state examination or each of its parts is possible by such a date which does not exceed the standard length of study by more than two years.
5. The overall studies are evaluated by two grades:
 - a) "graduated with honours", if a student throughout the whole study had a balanced study average up to 1.30 (without the evaluation of the state examination) and was not evaluated by a "D" (satisfactory) from any classes and the state examination was passed with the evaluation "graduated with honours" on the regular date of state examination (see point 2 letter a) of this article).
 - b) "Graduated", if the conditions stated in point 5 letter a) are not met.
6. The state examination and defence of Bachelor's or Master's thesis are public.

7. If a student has not completed the studies on the date stated for completing the state examination, all the rights and duties of a student continue until the end of the academic year in which he was to complete the studies.
8. The rector's prize is awarded for excellent study results and representation of the school.

Article 20

REGULAR COMPLETION OF STUDY

1. Study normally ends when it is completed according to the given study program. The date of completion of study is the date when the last requirement required for regular study completion of a given study program has been met.
2. Study according to a study program may not exceed its standard length by more than two years.
3. The evidence of proper completion of study of an accredited study program and of awarded degree is a diploma, state examination certificate and attachment to the diploma.
4. The diploma is an evidence of study completion of an accredited study program in a given discipline and of an awarded degree.
5. The state examination certificate is an evidence of passed state examination, its components and its results.
6. The attachment to the diploma is evidence which contains details about the completed study program.

Article 21

OTHER TERMINATION OF STUDY

1. Apart from proper completion of study, a study ends by:
 - a) Withdrawal from study,
 - b) Exclusion from study because of unfulfilled requirements which follow from a study program of VŠEMvs and from study regulations of VŠEMvs,
 - c) Exclusion from study according to § 72 article 2 letter c) of the law on higher education,
 - d) Termination of a study program according to § 87 article 2 of the law on higher education, if the student does not accept an offer of VŠEMvs to continue studying in a different study program.
2. A student who has not completed study because of reasons stated above in paragraph 1 of this article of Study Regulations of VŠEMvs, will receive a

document stating passed examination by the study department and at the same time it states that he/she did not complete the study. The document is provided based on application of the student.

Article 22

WITHDRAWAL FROM STUDY

1. A student wanting to withdraw from study will announce the fact to the rector of VŠEMvs. On the date of the written announcement of the withdrawal from study a student ceases to be a student.
2. It is considered withdrawal from study if a student does not enrol in study after receipt of an invitation in a legal time and does not require extension of the time for health problems which prevent him from enrolment.
3. The study department will issue a transcript of successfully passed examination based on the student's application. The transcript states that the study was not completed.
4. A student who withdrew from study may be admitted by VŠEMvs again only based on a new admission procedure.

Article 23

EXCLUSION FROM STUDY

1. The rector may exclude a student from study on a proposal from a disciplinary committee because of gross violation of the higher education legislation, Constitution of VŠEMvs or these Study Regulations.
2. The rector will exclude a student from study according to § 66 article 1 letter c) of the law, for not meeting the requirements which follow from the study program and Study Regulations of VŠEMvs (e.g. non-payment of tuition).
3. A student who was excluded from study may be admitted by VŠEMvs again only based on a new admission procedure.

Third part

STUDENTS OF A HIGHER EDUCATION INSTITUTION

Article 24

BASIC REGULATIONS

An applicant admitted for study is becoming a student on the day of enrolment for study. A student who interrupted his/her study is becoming a student again on the day of a new enrolment for study.

Article 25

STUDENT'S RIGHTS

1. A student has these rights:
 - A) study in a study program he was admitted for,
 - b) make a study plan according to the rules of the study program
 - c) enrol in the next part of study program, if his/her duties given by the study program or study regulations were fulfilled,
 - d) while respecting time and capacity limitations given by the study program or study regulations to choose a pace of study, order of passing courses while keeping the stated consecutiveness and choose a teacher of a course if taught by several teachers,
 - e) apart from his/her study to apply for study at different higher education institution at home or abroad,
 - f) to take part in research, development or other creative activity of VŠEMvs,
 - g) to take part in establishment and activity of independent associations in academic environment in accordance with legal regulations,
 - h) at least once a year to have the possibility to convey opinions about the quality of study and teachers in an anonymous questionnaire,
 - i) freely express views and comments to higher education,
 - j) to change the study program on conditions stated by the Study Regulations in the same field of study or relating field.
2. General regulations on safety and health protection at work apply for a student who takes part in practical education and practise.

Article 26

STUDENT'S DUTIES

1. Study duties of a student follow from the study program which he/she is studying and from the Study Regulations.
2. A student is obliged to observe the internal regulations of VŠEMvs and its parts.
3. A student is mainly obliged to:
 - a) protect and economically use the property, means and services of VŠEMvs,
 - b) pay tuition and fees linked with study – according to an agreement with VŠEMvs and according to the law on higher education, exclusively and directly to VŠEMvs and truthfully state facts decisive for their designation,
 - c) inform VŠEMvs about an address for delivery of written documents,

- d) personally visit the rector, vice-rector or another school employee if summoned in a written form to debate issues linked to the course of study, study completion or concerning his/her rights and duties.
4. It is advised that a student regularly checks results provided by teachers in AIS and in case of delay or discrepancies draw the attention of the given teacher or department leader to them.

Article 27

DISCIPLINARY OFFENCE

1. A disciplinary offence is proved violation of legal regulations or internal regulations of VŠEMvs or its parts or public code of conduct.
2. Disciplinary action may be taken for these offences:
 - a) breaching the duties according to article 3 point 2 of the Disciplinary Regulations,
 - b) not respecting the decision of academic authorities of VŠEMvs in Bratislava and conduct which is contrary to general rules of morale and ethics,
 - c) serious damaging of equipment belonging to VŠEMvs in Bratislava,
 - d) dishonouring of a member of academic community, employee or student of VŠEMvs in Bratislava,
 - e) serious jeopardy of morale in the academic environment (spreading pornography, abuse of toxic and psychotropic substance and the like),
 - f) valid conviction of a crime,
 - g) forging study documents (credit book, student ID, results statement and the like),
 - action contradictory with good morale in connection to meeting study requirements and deliberate breaking of the Copyright law and especially: claiming somebody else's work for own, using another paper or its part in own paper without proper referencing the original or literal usage of another paper without proper quotation of the author;
 - multiplied submission of the same paper which has already been submitted by the student in connection to fulfilment of student duties of a course within study program (without a previous agreement of the course gestor or study program guarantor, within the scope of which the paper is again submitted and evaluated);
 - any form of cheating or other forbidden activity during written or oral check of student knowledge.
3. A disciplinary offence may be punished by:
 - a) rebuke,

- b) conditioned exclusion of study with a given time and conditions to be met for termination of the conditioned exclusion from study,
 - c) exclusion from study.
4. Disciplinary measures are bestowed by the rector based on the proposal of the disciplinary committee.
 5. The procedure on disciplinary offence before a disciplinary committee of VŠEMvs is oral with the presence of the student. If a student does not come without proper excuse, the procedure may take place without his/her presence.
 6. The rector will decide about a disciplinary measure within 30 days from the emergence of the offence. The decision is written and has to be delivered to the student. It must include the reasons and possibilities to apply for enquiry into it.

Article 28

FINAL REGULATIONS

1. Study Regulations for foreign students of VŠEMvs were approved by the Academic Senate on 12 September 2018.
2. These Study Regulations are valid as of the date of approval in AS of VŠEMvs.

prof. JUDr. Jozef Kuril, CSc.
Chair of Academic Senate
VŠEMvs v Bratislava

Dr.h.c. prof. Ing. Viera Cibáková, CSc.
rector of VŠEMvs in Bratislava