

# **STUDY AND EXAMINATION REGULATIONS**

**Slovak University of Technology in Bratislava**

**Institute of Lifelong Learning**

**Language Centre**

## **PART I GENERAL PROVISIONS**

### **Article 1 Scope of the study regulations**

The present Study and Examination Regulations are binding on all students of the educational programmes at the Language Centre of the Institute of Lifelong Learning of the Slovak University of Technology in Bratislava (hereinafter referred to as LC ILL STU).

## **PART II ADMISSION RULES AT LC ILL STU**

### **Article 2 Admission requirements for study at LC ILL STU**

- 1) The applicants to all educational programmes shall apply by sending a duly completed application form not later than the deadline set for submission of the application.
- 2) In case of admission request to the LC ILL STU for intensive language preparation for higher education studies – the Intensive Slovak Language Courses, the application must be accompanied by:
  - a copy of secondary school leaving certificate – a final secondary education certificate, eventually a copy of document of the highest education completed,
  - a copy of the passport ID page,
  - Curriculum Vitae.
- 3) The applications shall be processed by the LC ILL. The decision on admission to the study shall be sent to the applicant along with inevitable instructions and information.
- 4) The students who have received the scholarship of the SR Government through the Ministry of Education, Science, Research and Sports of the SR (hereinafter referred to as the MESRS SR), or within the framework of the MESRS SR's contracts, shall be admitted by the ILL STU on the basis of the MESRS SR's nominations.

- 3) The LC ILL STU shall provide for educational programmes /modules oriented at Slovak language, foreign languages and specially profiled subjects as follows:
  - a) Module of Intensive Slovak Language for Foreign Applicants to study in Slovak language at some of the STU departments,
  - b) Modules aimed at Special Technical Subjects,
  - c) Modules of Foreign Languages,
  - d) Modules of Slovak Language for Foreign Applicants who wish to improve their proficiency in Slovak language.
- 4) The content, extent and length of duration of the individual educational programmes/modules shall be set forth in the curriculum.

#### **Article 4**

##### **Modules and certificates on education**

- 1) The curriculum refers to the content and extent of teaching in individual educational programmes of the LC ILL STU, as stated in Article 3, paragraph 3), according to the field of study. The student of language and preparatory course is obliged to show the field of study chosen for his/her higher education not later than the end of September of the respective academic year.
- 2) The content of curriculum is in agreement with the objectives of the educational activities and comes from requirements of the Slovak higher education institutions for admission and for study.
- 3) The curriculum contains the subjects according to the field of study and number of lessons per week and term. The curriculum further indicates the subjects and the term in which the examinations are prescribed.
- 4) The curriculum and changes therein are in competence of the LC ILL STU.
- 5) After completing the study, in case of fulfilling all the study duties in the educational programme, the student shall be issued a certificate showing the achieved results (with number of attended lessons and evaluation of the final examination).

#### **Article 5**

##### **Organization of academic year**

- 1) The academic year usually begins on September 1 of the current year and ends on June 30 of the following year.
- 2) The academic year is divided into winter term, summer term and period of main holidays. The exact schedule of winter and summer terms as well as the period of holidays are specified in educational programme.

#### **Article 6**

##### **Educational activity and its organization**

- 1) The basic forms of teaching are: practices, lectures, seminars and practical exercises.
- 2) The teaching is carried out by qualified lectors according to required teaching qualification. The responsibility for fulfilling the curriculum is upon the respective lector of the given subject and the chief methodologist of the LC ILL.
- 3) The students work in study groups. The grouping is upon the chief methodologist of the LC ILL.

## Article 7 Study check and forms of evaluation

- 1) In the subjects pursued there is a continuous study check throughout the period of teaching in a term. It is carried out in the form of: written tests, end-of-term work, papers, and the like.
- 2) In case of absence from the continuous check, unexcused absence, absence of the respective documents as evidence of inability to participate in the check, at least one day in advance or 24 hours after its execution, namely in written form, electronically or by phone, the student shall be assessed in the respective form of the check by a failing grade (FX). In case of repeated unexcused absences in the prescribed form of check, the LC ILLL may act according to Article 17.

## Article 8 Examinations

- 1) The examinations verify the students' learning results in the respective subject and his/her prerequisites for study in a Slovak university.
- 2) The examinations take place in the examination session. The schedule of examinations held is binding.
- 3) The forms of examinations are: written, oral or combined.
- 4) The examination results shall be classified by the examiner by grades: excellent (A), very good (B), good (C), satisfactory (D), sufficient (E), failed (FX).

Grade	Numerical valuation	Definition of grading	Interval of points needed for granting the given grade
	1,0	<b>excellent</b> – excellent results with minimum mistakes	<92-100>
<b>B</b>	1,5	<b>very good</b> – above average standard with minor mistakes	<83-92>
<b>C</b>	2,0	<b>good</b> – generally good results, average achievements	<74-83>
<b>D</b>	2,5	<b>satisfactory</b> – good results, with remarkable mistakes	<65-74>
<b>E</b>	3,0	<b>sufficient</b> – results answer minimum criteria	6-65>
<b>FX</b>	4,0	<b>failed</b> – completing the subject requires still considerable efforts and amount of work by the student	<0-56>

- 5) If the student cannot participate in taking the examination at the fixed date due to serious reasons, he/she must inform about it the examiner one day before the examination, to be assigned an alternative date.

## **Article 9**

### **Content of examinations in individual forms of study**

- 1) In preparation for university study the students must show their proficiency according to curriculum of the given subject and requirements of the university for which they prepare. The demonstrated language competences must fulfil descriptors of B2 level of the Common European Framework of Reference for Languages.
- 2) The applicant for taking an examination in Testing Language Competences in Slovak language as a Foreign Language must demonstrate language competences specified in characteristics according to individual levels A1, A2, B1, B2, C1, C2 of the Common European Framework of Reference for Languages.

## **Article 10**

### **Resit and repetition of studies**

- 1) If the student has not passed the examination in the proper date, he/she has the right to repeat it twice (the first resit, the second resit) in each of the subjects.
- 2) The repeated examinations in winter term in the subjects which do not continue in summer term must be taken not later than 30 days from the beginning of summer term. The resits in winter term are not held in the subjects which continue in summer term.
- 3) The resits in summer term must be completed by the end of the examination period in summer term of the respective academic year.
- 4) If the student fails in each of the resits he/she is entitled to repeat the grade only once.

## **Article 11**

### **Withdrawal and exclusion from studies**

- 1) In case that the student does not attend the classes for more than 10 calendar days and does not announce in advance the reason of his/her absence, the absence is considered as termination of the study on the part of student.
- 2) The Director of the ILL STU will send a written notice to the student on exclusion from the study. The day of issue of the Director's announcement is considered as the day of termination of his/her study.

## **Article 12**

### **Completion of study**

- 1) The study in educational programme is successfully completed if the student has passed all examinations according to curriculum with the results excellent (A), very good (B), good (C), satisfactory (D), sufficient (E).
- 2) The day of proper completion of study comes upon meeting the last of the requirements prescribed for proper completion of study of the respective educational programme.
- 3) The graduates who have completed the language and professional preparation for higher education, shall be issued by the ILL STU a certificate on completion of the respective educational programme.

- 4) The proper completion of educational programme requires the attendance of minimum 75% of the prescribed extent of hours of the given programme according to Article 14 paragraph 1 of Law No. 568/2009 of Law Code on Lifelong Education, as amended.
- 5) The forms of completing the study are the following: regular completion of study, withdrawal and exclusion from the study.

#### **PART IV**

#### **PROCEDURES IN MATTERS OF STUDENT RIGHTS AND DUTIES**

##### **Article 13**

##### **Student rights and duties at LC ILL STU**

- 1) The students have the following rights:
  - a) to participate in LC educational activities, to attend all lessons according to relevant study programme, to use consultations, to take examinations and participate in other LC activities;
  - b) to spend holidays in the extent and periods given by the schedule of academic year;
  - c) to use seminary rooms, library, PC room and other facilities as well as all LC common lounges.
- 2) The students have the following duties:
  - a) to participate in lessons to full extent;
  - b) to fulfil their study duties, not to interrupt lessons by late arrivals, to observe the Study and Examination Regulations of LC, to excuse their absence at lessons or in examinations and to provide relevant documents as their absence evidence and excuse;
  - c) to observe valid regulations, directives, and instructions of the ILL STU Director;
  - d) to protect their own health and health of others, and observe environmental protection;
  - e) to safeguard the ILL STU's material property against damage, misuse and robbery;
  - f) to observe Code of Conduct.
- 3) \* The case of student's unexcused absence in classes is treated according to Article 15.

##### **Article 14**

##### **Violation of student obligations and disciplinary procedure**

- 1) If a student breaks the rules stipulated by the present Study Regulations, generally binding legal provisions of the STU in Bratislava, his/her act may be regarded as offence which may lead to disciplinary action.
- 2) Disciplinary action may be taken particularly for:
  - a) repeated unexcused absence in classes or in forms of study check, and other violation of obligations concerned with the Study and Examination Regulations of the ILL STU,
  - b) doing contrary to good manners concerning the study, particularly:
    - presenting others' work for his/her own, using other people's work or its part in his/her own work without quoting the author with the aim to make impression it is his/her own work,
    - any form of copying or unauthorized cooperation or cheating during written or oral verification of

- h) drinking alcohol, taking drugs and addictive substances, or breach of Law No. 377/2004 of Law Code on protection of non-smokers, as amended, in premises of the STU,
- i) falsification of documents concerned with studies; falsification of vouchers, documents or papers, used for presentation in accordance with generally binding rules or internal rules and regulations of the STU.

## **Article 15**

### **Types of disciplinary action**

- 1) Disciplinary action includes:
  - a) oral warning,
  - b) written reprimand,
  - c) conditional expelling from study,
  - d) dismissal.
- 2) While taking disciplinary action the following issues are considered: character and weight of disciplinary act, or violation of obligation as well as the circumstances under which the act occurred, consequences of the disciplinary act as well as the previous behaviour of student. The seriousness of the disciplinary act shall be assessed by Director of the ILL STU.
- 3) Disciplinary action under paragraph 1, letter a) or b) may be imposed for less serious disciplinary act. The latter may be imposed by a staff member of the LC ILL STU.
- 4) Disciplinary action under Article 1, letter c) may be imposed after previous written reprimand, if the student repeated the disciplinary act.
- 5) In case of a serious or repeated violation of obligations, or doing the trespasses, the student may be expelled from the study. The exclusion from the study may be taken if the student:
  - a) has repeatedly committed a disciplinary act leading to some of the disciplinary actions, during one academic year,
  - b) has committed another disciplinary act, during the period of conditional expelling,
  - c) has been lawfully convicted for intentional crime.

## **PART V**

### **COMMON AND FINAL PROVISIONS**

#### **Article 16**

##### **Common provisions**

- 1) Terms of payment and other details concerning the relation between a student and ILL STU are regulated by Contract Conditions. The Contract Conditions make up the Annex No. 1 to the Study and Examination Regulations of the LC ILL STU.
- 2) In compliance with the Contract Conditions of the ILL STU there is no duty to refund the reimbursed fees or their part in case of interruption, withdrawal, or expulsion from the study.

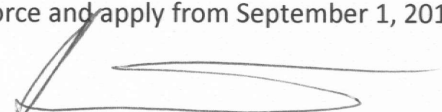
#### **Article 17**

##### **Final provisions**

- 1) This Study and Examination Regulations shall enter into force and apply from September 1, 2018.

Done in Bratislava, 25 July 2018

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