

Methodological Guideline
to selected provisions of Article 10 in conjunction with Article 21 of the Study Regulations of the
Slovak University of Technology in Bratislava

In connection with the issuing of a new internal regulation of the Slovak University of Technology in Bratislava (hereinafter referred to as the "STU") No. 4/2013 "Study Regulations of the Slovak University of Technology in Bratislava" that shall become effective as of 1 September 2013 (hereinafter referred to as the "Study Regulations"), and in the interest of ensuring compliance with uniform procedures of STU faculties and the Institute of Management of STU, when administering the **registration of students, registration for another part of the study programme and re-registration, after an interruption of studies**, in line with the Study Regulations, I herewith

i s s u e

the following

Methodological Guideline:

- (1) Pursuant to Article 28 Clause 4 Letter c) of the Study Regulations *"The student shall further be especially obliged to correctly state facts decisive for the determination of the tuition, in the form of a declaration of an oath, to be submitted by the student at the first registration for studies and at every subsequent registration for further parts of the study programme (Article 10 and 32 of these Study Regulations)"*.
 - a) The STU Faculty and the Institute of Management of STU shall **supervise** the following of the stated provision of the Study Regulations and in case the declaration of an oath is not submitted, it shall ask the student to meet this obligation. The obligation to submit a declaration of an oath applies to all students of STU (all levels of studies, full-time as well as external form of studies, students from Member States as well as students outside of Member States). The refusal of a student to provide information and facts decisive for the determination of the payment of tuition in a declaration of an oath shall be considered, pursuant to Article 3 Clause 1 Letter c) of the Internal Regulations of STU No. 6/2013 "Disciplinary Rules of STU" effective as of 1 September 2013, as a disciplinary offence and the "refusal" shall be interpreted for the stated purposes also as the "violation of an obligation set by the Study Regulations".
 - b) The Faculty of STU and the Institute of Management of STU shall **supervise** that the submitted declaration of an oath is properly filled out, stating the correct date of its creation, and that the declaration of an oath is personally signed by the respective student.
 - c) The student's declaration of an oath shall be considered to be a part of the procedures when registering for studies or registration for further parts of the study programme. The Faculty of STU and the Institute of Management of STU shall ensure the archiving of all declarations of an oath of students of STU in their study documentation, pursuant to Section 55 (9) of the Act for a period of at least the 25 years after the date of the completion of studies.
 - d) On the website of the STU, in the information for students/legislation section: http://www.stuba.sk/sk/studentov/legislativa.html?page_id=658 and at the same time in the AIS at the public document server/Rector's office and other university institutes/legislation:

https://is.stuba.sk/auth/dok_server/slozka.pl?ds=1;dok=1;id=139687;lang=sk the following is published:

- Form of the declaration of an oath in the Slovak language;
- Bilingual form of the declaration of an oath in the Slovak-English version for students who are not citizens of the Slovak Republic;

The Faculty of STU and the Institute of Management of STU shall ensure that students are informed about the possibility of downloading the form from the stated sites of the STU.

- (2) Pursuant to Article 10 Clause 8 of the Study Regulations *“If the student fails to register for another period of studies or fails to appear, after an interruption of studies, for re-registration by the given deadline, STU or the faculty, if the study programme is realised at the faculty, shall appeal to the student in writing to come to register within a period of ten business days from the day of the appeal’s delivery. The appeal shall be sent to the student in form of registered mail with confirmed delivery”*.

Pursuant to Article 10 Clause 9 of the Study Regulations *“If the student fails to come to register, after the delivery of the appeal, by the set deadline or to ask for a postponement of this deadline, due to health reasons preventing him or her from coming to register, the day by which the student was supposed to register for a further period of studies or by which the student was supposed to re-register shall be considered as the day when the student abandoned his or her studies”*.

a) Registration for further parts of the study programme:

1. The Faculty of STU and the Institute of Management of STU shall, at the beginning of the relevant academic year, **verify** if all their students have registered by the deadline set by Article 10 Clause 2 of the Study Regulations. Students who have failed to come to register shall be sent an appeal in line with Article 10 Clause 8 of the Study Regulations.
2. The form of the appeal to come to register for further part of the study programme and to re-register, after an interruption of studies, shall be implemented into the AIS as a working aid during the month of September 2013 and the faculties of STU and the Institute of Management of STU shall be informed about this in a timely manner.
3. Based on data about the delivery of the appeal to the student, stated on the confirmation of delivery, the Faculty of STU and the Institute of Management of STU shall **monitor** the lapse of the period of 10 business days, during which the student is supposed to register for further parts of the study programme or ask for a postponement of the deadline, due to health reasons.
4. If the student fails to come to register by the deadline set in the appeal and fails to ask for a postponement of this deadline, due to health reasons, the faculty of STU and the Institute of Management of STU shall **terminate the student’s studies** in the AIS **as of the day when the student was supposed to register**. For the given purposes “the day when the student was supposed to register” shall be understood as the day of registration set by the dean of the faculty, pursuant to Article 10 Clause 2 of the Study Regulations. This day shall be stated as the day of termination of studies in the confirmation of the termination of studies due to abandoning of studies pursuant to the Article 23 Clause 2 Letter a) sub-clause 2 of the Study Regulations.

5. The Faculty of STU and the Institute of Management of STU shall announce the dates for registration on their website or through the AIS or in the form of a mass message to their students in a timely manner.

Example:

The date for registration set by the dean that was made public and announced to students in a timely manner for 2nd year students of the engineering study programmes is 4 and 5 September 2013. If a student does not register on those days, the faculty shall send him or her an appeal to come to register within 10 business days from the day of the appeal's delivery. If the student fails to come to register within these ten business days, counted as of the day of the appeal's delivery and fails to ask for a postponement of the deadline, due to health reasons, the faculty terminates the studies of the student in the AIS as of 5 September 2013 (i.e., as of the last day determined by the dean by which the student was supposed to register). This day shall be considered as the day of abandoning of studies by the student.

b) Re-registration, after an interruption of studies:

1. Students can interrupt their studies pursuant to the Article 21 of the Study Regulations.

The Faculty of STU and the Institute of Management of STU shall proceed, when approving the period of interruption, in the manner that the student can actually, immediately after the lapse of the last day of the period of interruption of studies, re-register. **The day of the re-registration, after an interruption of studies, must therefore always be a business day and must follow immediately after the day when the interruption of studies ends** (this means no other calendar day is allowed between these two days).

One of the bellow-stated legal facts must follow after the day on which the interruption of studies ends:

- Re-registration for studies;
- Further interruption of studies if the student is entitled to this, pursuant to the Article 21 of the Study Regulations;
- Termination of studies;

Such procedures shall ensure the correct recording of studies in the Central Register of Students (hereinafter referred to as the "CRS") in line with the Act and the Guidelines of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 50/2012 on the Central Register of Students.

2. The obligations of the Faculty of STU and the Institute of Management of STU concern the following:

- **Monitoring** of the period for which studies of students were interrupted and deadlines by which students are supposed to re-register after an interruption;
- **Sending of an appeal** to come to re-register, after an interruption of studies;
- **Monitoring** the lapse of the period of 10 business days set in the appeal, during which the student is supposed to re-register, after an interruption of studies, or to ask for a postponement of the deadline, due to health reasons;
- **Termination of studies by the student as of the day when the student was supposed to re-register**, after an interruption of studies;
provisions of Clause 2 Letter a) of this Methodological Guideline shall appropriately apply.

Example 1:

A student interrupts his or her studies for one semester, namely from 17 February 2014 to 1 September 2014 (inclusive). The date for re-registration for studies, after an interruption of studies, shall be set in the decision as 2 September 2014. The day of 2 September 2014 is a business day when the student can actually re-register for studies after their interruption. Due to the earlier stated reason, studies of the student need to be interrupted until 1 September 2014 (inclusive) and not until 31 August 2014 (inclusive). In case the interruption of studies should end on 31 August 2014, this would be followed by 1 September 2014 as the day set for the re-registration, after an interruption of studies, which is however a holiday and the student could not actually re-register, after an interruption of studies. If the student on the stated date (i.e., 2 September 2014) fails to register, the faculty shall send him or her an appeal to come to re-register for studies after their interruption, namely within 10 business day after the delivery of this appeal. If the student fails to come to register even after the delivery of the appeal, or does not ask for a postponement of the deadline, due to health reasons. The faculty shall terminate the studies of the student in the AIS as of the day on which he or she was supposed to register, i.e., as of 2 September 2014. This day shall be considered as the day of abandoning of studies, since **the day of termination of studies must follow immediately after the last day of the interruption of studies.**

Example 2:

A student interrupts his or her studies for one semester from 17 February 2014 until 1 September 2014, the date of re-registration for studies, after an interruption, shall be set in the decision as 2 September 2014. The student asks for a further interruption of studies. He or she meets the conditions of Article 21 of the Study Regulations and the dean of the faculty allows a further interruption of studies. In the decision about the interruption of studies, the period shall be stated which starts on 2 September 2014. **The first day of further interruption of studies must follow immediately after the last day of the previous interruption of studies.**

Example 3:

A student interrupts his or her studies for one semester from 2 September 2013 until 16 February 2014, the date of re-registration for studies, after an interruption, shall be set in the decision as 17 February 2014 (business day). If the student fails to register on the given date, the faculty shall send him or her an appeal to come to re-register, after an interruption of his or her studies, within 10 business days from the day of the appeal's delivery. The student receives the appeal e.g., on 25 February 2014. The student comes to re-register, after an interruption of his or her studies, on 27 February 2014. The faculty registers the student as of 17 February 2014, i.e., as of the day which is identical with the date determined for re-registration, after an interruption of studies, in the decision itself. **The day of re-registration, after an interruption of studies, must follow immediately after the last day of the interruption of studies.**

m.p.¹⁾

doc. Ing. František Horňák, PhD.
Vice-rector

1) The original of the signed "Methodological guideline to selected provisions of Article 10 in junction with Article 21 of the Study Regulation of the Slovak University of Technology in Bratislava" No. 6224/2013 dated on 30 July 2013 is attached and available for viewing at the Department of Education and Care for Students of the Rector's Office of STU.