



Dean's Regulation
No. 1/2016
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**Dean's Regulation on Study Administration in STU MTF
in Trnava**

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Dean's Regulation on Study Administration in STU MTF in Trnava

Dean's Regulation on Study Administration in STU MTF in Trnava amends several items of the STU Code of Studies (STU CS).

(STU CS) - Article 10, Item (7)

Student is obliged to apply for the study recognition **no later than two weeks after the start of the courses in the current academic year**. The related subjects must be part of the recommended syllabus in the current year of study.

(STU CS) – Article 11, Item (4)

A student who cannot attend the subject of Physical Education for health reasons shall choose the subject of Medical Physical Education.

The student may request for the change of the registered obligatory or elective subject no later than within two weeks from the beginning of the related semester.

(STU CS) – Article 11, Item (5)

Students of the 1st (Bachelor) and 2nd (Master) study degrees can apply for individual study plan (ISP) at the Faculty Registrar's Office through the Faculty filing room **within two weeks from the beginning of the related semester**.

The student is obliged to deliver the annexes with teacher's approval of the student's ISP to the Registrar's Office **no later than a month after the start of the semester** for which the Dean permitted the ISP.

(STU CS) – Article 15, Item (7)

The student is entitled for one regular take and two retakes of the examination in the enrolled subject in the current academic year.

(STU CS) – Article 17, Item (2)

The number of credits required to continue the study is:

- a) 15 credits for the first semester of the Bc. (1st degree) study programme.

(STU CS) – Article 18, Item (10)

Supervisor elaborates a written evaluation of the Final thesis even in case of insufficient grade FX.

(STU CS) – Article 18, Item (3)

Student can apply for writing and defending final thesis in 1st (Bachelor) and 2nd (Master) study degrees in a language other than the official one. The student is obliged to deliver the application for writing and defending the final thesis in other

than the official language to the Registrar's Office no later than a month after the courses start in the final year of study.

(STU CS) – Article 19

Organization of State Examinations is specified in the Dean's Regulation on Preparation and Course of State Examinations in STU MTF in Trnava.

(STU CS) – Article 19, Item (3)

The Master (2nd) degree student completing the study by State Examinations and having not retaken the exam in the subject enrolled in the previous year of study/summer semester, may submit a written request to the Director of Institute **within two weeks after the courses start in the current academic year** to accomplish the subject in a prescribed manner in the winter semester of the current academic year

(STU CS)- Article 20, Item (5b)

The students of the faculty or university other than MTF may apply in writing for the permit to enroll in MTF. The application shall comprise the certificate on their study attendance with the date of submitting the request.

(STU CS) – Article 30, Item (8)

Topic of PhD thesis may be updated during the study only based upon the student's written request and the consent of supervisor and chair of the Field Commission.

(STU CS) – Article 33, Item (2)

Supervisor shall submit the updated study plan of the PhD student to the chair of the Field Commission no later than by 31 August of a given academic year.

(STU CS) – Article 36, Item (5)

PhD students may submit a written request for writing and defending their dissertation thesis in a language other than the official one. The application shall be delivered to the Registrar's Office no later than a month after the courses started in the year of study when they take their dissertation exam.

(STU CS) - Article 39, Item (2)

PhD students may submit a written request for writing and defending their dissertation in a language other than the official one. The application for writing and defending the thesis in a language other than the official one shall be delivered to the Registrar's Office no later than a month after the courses started in the final year of study.

(STU CS) – Article 2, Item (1)

Annexes No. 1 of the STU Study Regulations:

Teachers are required to announce in advance the dates of examinations in AIS, no later than two weeks before the start of the examination period. Announcement of the examination dates is particularly important for those graduating students who complete their study in shortened semesters.

(STU CS) – Article 6, Item (2)

Annex. 1 STU Study Regulations:

Teachers is obliged to enter **grades for the subjects to AIS within three working days** after the exam was taken. A negative exam result is to be also recorded. Director of Institute bears responsibility for observance of the rules regarding the entry in AIS.

In the examination period, student is obliged to regularly check the records of grades in the subjects passed in AIS. If the grades are not recorded in AIS at the latest by the end of the examination period, the student must contact the relevant subject teacher and ask him/her to enter the grade for the taken subject into AIS.

Dean's Regulation on the Study Administration shall come into force upon the approval of the Faculty Management and efficiency since 1 April 2016. Dean's Regulation No. 6/2013 on Study Administration ceases to apply on the very same day.

Trnava, 31 March 2016.

Prof. Dr. Ing. Jozef Peterka
STU MTF Dean