

Dean's Regulation

No. 6/2013

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Regulation relating administration of study at STU MTF in Trnava

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STU MTF Dean's Regulation No. 6/2013

**Methodology regulation on the administration
of study at STU MTF in Trnava**

STU Code of Studies - Art. 10, Par. 7

The student is obliged to apply for the recognition of the part of his/her study **within two weeks from the beginning of the current academic year at the latest**. The subjects that are applied to be recognized have to be involved in the study plan of the study year given.

STU Code of Studies - Art. 11, Par. 4

If the student applies for the exemption from the subject of the physical education, s/he is obliged to apply in written via the Faculty mailroom **within a month from the beginning of the related semester at the latest**. The specialist doctor statement shall be attached to the application submitted.

within a month

STU Code of Studies - Art. 11, Par. 5

The student is obliged to submit the Annexes together with the teacher's statement to the semester individual study plan, to which he is allowed by the Faculty Dean, to the Registrar **within a month from the beginning of the related semester at the latest**.

STU Code of Studies - Art. 15, Par. 7

The student is entitled to **one take and two retakes of the examination** in the subject in the current academic year.

STU Code of Studies - Art. 17, Par. 2

The number of credits necessary to continue in the study is as follows:

- a) the first semester of the Bachelor degree study programme study - 15 credits

STU Code of Studies - Art. 18, Par. 10

The review of the thesis is elaborated by the thesis supervisor also in case the student's thesis is evaluated FX – "insufficient".

STU Code of Studies - Art. 18, Par. 3

The student can apply to elaborate and defend his/her thesis in other than state language. The student is obliged to submit the application for the thesis elaboration and defence in another language within a month from the beginning of the last year of his/her study.

STU Code of Studies - Art. 19

The organization of state examination is specified in the Dean's Methodology Regulation related to the state examination preparation and course at STU in Trnava.

STU Code of Studies - Art. 19, Par. 3

The student of engineering (master) degree accomplishing his/her study by the state examinations and having a subject to be accomplished by the examination, which s/he repeatedly recorded in the summer semester, can apply in written to the Head of the related Institute **within two weeks from the beginning of the current academic year** (in winter semester) for the opportunity to accomplish the subject in question in the prescribed manner in the winter semester of the current academic year.

STU Code of Studies - Art. 20, Par. 5b)

The confirmation of study letter with the current date of the application submission shall be attached to the student's application for the enrolment to the study at STU MTF from the other Faculty of University.

STU Code of Studies - Art. 34, Par. 2

The supervisor is obliged to assign the updated study plan of the doctoral student into AIS to the date of 31 August in the current academic year.

Art. 6, Par. 2 of *Appendix No. 1 of STU Bratislava Code of Studies*

The teacher is obliged to enter **the grades** for the subjects **into AIS within two days** from the examination. The negative result shall be recorded as well. The Head of the Institute is responsible for following the rules related to the recording of grades into AIS.

In the examination period the student is obliged to check up their records of passed subjects in AIS on regular basis. In case, their grades are not recorded in AIS by the end of the examination period at the latest, s/he is obliged to contact the related subject teacher, so that the teacher enters the grade in the accomplished subject into AIS.