



ORDERS  
**Study regulations**  
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## Study regulations

	<b>He elaborated</b>	<b>He checked</b>	<b>Approved</b>	<b>Number printout:</b>
<b>Function</b>	Vice Chancellor for Education	Representative for VSK	Rector	
<b>Name</b>	Ing. Radoslav Šulej, PhD.	Imrich Dufinec, Dr.h.c. prof. Ing. CSc., MBA.	Peter Lošonczi Dr. hc doc. Ing. PhD., MSc., MBA	
<b>A date</b>	23/04/2023	25/04/2023	26/04/2023	
<b>Signature</b>				



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## 1. Instructions for using the order

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- *Acquaintance*
  - the procedure is an internally documented procedure that is made available to employees on the IQS website in the Moodle system ( <https://moodle.vsbm.sk/> )
  - every employee affected by the given process is obliged to familiarize himself with the content of the order and to familiarize his subordinates with it.
  - as long as training is carried out for the given order, the Commissioner for IQS keeps records of this training (record as evidence).
- *Storage and manipulation*
  - the original of the order in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
  - in addition to the printed original, an electronic original of the current version is also prepared, stored at the Authorized Representative for IQS is backed up on a stored portable disk.
  - The IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there, is responsible for only the valid version of the rules available on the USM website.
  - The printed order without signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party, which can only be accessed with the written consent of the rector.
  - the head of the workplace is responsible for the existence of the printed version and for handling it.
- *Control*
  - senior employees are obliged to consistently demand and control compliance with this order and, upon detection of defects, to remove these defects within their authority.
  - If there is a need to change the rules or appendices, the manager together with the creator of the rules initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.
- *Changes*
  - every employee who discovers the need to change the order or part of it is obliged to submit a request for its revision to the Commissioner for IQS as stated above.
  - if the order as a whole, or a part of it, does not fulfill its mission, the executive will submit a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

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These rules (hereinafter referred to as POR) define the rights and obligations in the study management, as a tool of organization and management within the USM in Košice.

The regulation stipulates:

- responsibilities and powers of persons involved in the organization of the educational process, including students at all levels of study.
- Procedures and rules for managing the education process.



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### 3. Scope of validity

This POR is valid on the day it is signed by the rector, which is also the day it is issued, and applies to all employees and students of the USM.

### 4. Terms and abbreviations

#### Concepts

- ❑ **Quality management system** – a management system for guiding and managing the organization concerning quality.
- ❑ **Controlled documentation** – all documents that are subject to revisions and changes.
- ❑ **Quality policy** – overall intentions and direction of the organization in the field of quality, officially announced by top management.
- ❑ **Quality objective** – what is sought or strived for concerning quality.
- ❑ **Quality manual** - is the highest level of the organization's documentation system and expresses the organization's policy and commitment to quality.
- ❑ **Directive** – defines activities at the level of the company's departments and establishes responsibilities and relations between departments. SMs have an unlimited time effect.
- ❑ **Rector's order** - it imposes specific measures of a short-term nature to ensure or perform important tasks (e.g. inventory of economic resources, measures to eliminate deficiencies, etc.).
- ❑ **Form** – a form for recording important data that is processed and evaluated during the implementation of processes.
- ❑ **Documentation supplied by the interested party** – documented specifications of the interested party, which are its intellectual property (procedures, regulations, rules, laws, tables, software, drawings, regulations, etc.).
- ❑ **Standards for the internal system of ensuring the quality of higher education** - according to the Slovak accreditation agency for higher education.

#### Abbreviations

<b>QM</b>	- Quality Manual
<b>POR</b>	- Order
<b>R</b>	- Rector
<b>USM</b>	-the University of Security Management
<b>F</b>	- Form (USM)
<b>Act on Higher Education</b>	Act no. 131/2002 on Universities, as amended

<b>SD</b>	- school department
<b>QR</b>	- Quality Representative
<b>SAAHE</b>	- Slovak Accreditation Agency for Higher Education
<b>VRE</b>	- vice-rector for education



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## 5. Study order

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### Art. 1 Introductory Provisions

The study regulations of the University of Security Management in Košice regulate legal relations and define the rights and obligations of teachers, employees, and students in the subject area and method of study and examinations at the USM in Košice.

#### Student rights according to § 70 of the Act on Higher Education

1. In particular, the student has the right to:
  - a) study the study program for which he was accepted; if the university has made adjustments to the study program, the student continues studying this study program according to the subjects and rules after the adjustment, unless the rules of the study program specify otherwise,
  - b) create a study plan according to the rules of the study program (§ 51 paragraph 4 letter g of the Act on Higher Education),
  - c) to enroll in the next part of the study program if he has fulfilled the obligations specified in the study program or the study regulations,
  - d) while respecting the time and capacity limitations given by the study schedule and study program, choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity, and choose a teacher for a subject taught by several teachers,
  - e) as part of your studies, apply for studies at another university, including abroad,
  - f) participate in research, development or artistic and other creative activities of the university,
  - g) to participate in the establishment and activities of independent associations operating on academic grounds (associations, unions, state associations following legal regulations,
  - h) at least once a year have the opportunity to comment on the quality of teaching and teachers in the form of an anonymous questionnaire,
  - i) freely express opinions and comments on higher education,
  - j) for information and consulting services related to studies and with the possibility of applying graduates of study programs in practice,
  - k) if he is subject to the obligation to pay school fees according to § 92 par. 5, to decide in which study program he will study for free in the relevant academic year if he is entitled to free university studies,
  - l) change the study program within the same field of study under the conditions determined by the study regulations.
2. General regulations on safety and health protection at work apply to a student who participates in practical teaching and practice.



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### **Obligations of the student according to § 71 of the Act on Higher Education**

1. The student's study obligations result from the study program he is studying and from the study regulations.
2. The student is obliged to comply with the internal regulations of the university and its components.
3. The student is also obliged to:
  - a) to protect and economically use the property, resources, and services of the university,
  - b) to pay tuition fees and fees associated with studies following this Act, exclusively and directly to the university where he is enrolled, and truthfully state the facts decisive for their determination,
  - c) notify the college or faculty, if enrolled in a study program conducted at the faculty, of the address intended for the delivery of documents,
  - d) appear in person at the written summons of the rector, dean or an employee of the college or faculty authorized by them to discuss issues related to the progress or completion of his studies, or related to his rights and obligations,
  - e) notify the university or faculty in writing, if he is enrolled in a study program conducted at the faculty, of the decision according to § 70 par. 1 letter k) by September 30 of the relevant academic year.

### **Art. 2**

#### **Types, forms and methods of study**

1. According to the law, the USM provides the following degrees of higher education:
  - a) Bachelor's degree lasting 3 years (1st degree)
  - b) engineering for 2 years (2nd degree)
  - c) doctoral studies lasting 3 years full-time, external form lasting 4 years (3rd degree)
2. Graduates of the relevant degree of higher education are granted academic credits titles:
  - a) in bachelor's (1st degree) academic title bachelor (abbreviation "Bc.")
  - b) in engineering (2nd degree) academic title engineer (abbreviated as "Ing.")
  - c) in doctoral (3rd degree) academic title philosophiae doctor (abbreviation "PhD.")
3. The study program can be carried out as a full-time study or as an external study.
4. The daily form of study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study program, to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.
5. The external form of study is organized in such a way that, depending on the study program, the study according to the recommended study plan corresponds to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.
6. Educational activities according to § 51 par. 2 of the Act on Higher Education can take place:
  - a) attendance method,



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- b) distance method or
  - c) combined method.
7. The face-to-face method of study is based on teaching with direct contact between the teacher and the student
  8. The distance method replaces the direct contact of the teacher with the student by communication through means of communication, especially means based on the use of computer networks.
  9. The same methods are used for the full-time and external forms of the study program. If the use of the same methods is not possible, any necessary differences in the implementation of the study program in daily form and external form must not hurt the educational results.

**Art. 3**  
**Admission procedure**

1. The vice-recto is responsible for the preparation, organization and course of the admission procedure education.
2. The conditions of the admission procedure for studying at the USM (hereinafter referred to as "study") are determined by the rector and approved by the Academic Senate of the USM. The Rector will publish conditions reception proceedings at least 2 months before receiving exams at least on the Internet page of the USM.
3. The rector decides on the admission of an applicant to study based on the results of the admission test proceedings and recommendations of the admissions committee. Against the rector's decision, which must be justified, with an applicant to 8 days after delivery decisions call off directly to the rector.
4. The Rector's decision not to accept an applicant for studies can be overturned by the Academic Senate of the USM and return for a new proceeding if the law has been violated or if internal guidelines have been violated, otherwise an appeal is rejected.

**Art. 4**  
**Organization of the academic year**

1. Academic year with begins 1. September without him of the year and ends with August 31 the following year. The academic year is divided into winter, summer semester, and period holidays, (usually, it goes about Christmas, and Easter summer holidays). Every semester with divided into periods of teaching an exam period which ones is on at the end of the semester.
2. The study schedule for the upcoming academic year is determined by the rector I by para. 1 this one provision.
3. Each semester usually lasts 12 teaching weeks, which are usually followed by 6 weekly exam periods.
4. Exam perhaps to performed also before beginning of exam period, for conditions, that student graduated prescribed range teaches.
5. The rector can adjust the number of students in the last year of study in the summer semester teaching weeks different.



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6. Study program prescribed practice, compulsory concentration, excursions and courses as a rule they don't act in the test room period. Final decision about it publishes the rector.

**Art. 5**  
**Study organization**

1. The USM can organize supplementary, possibly expanding other forms of study. Study programs, forms of study, their duration documents about graduated study are prepared especially for every kind of study.
2. Further education is organized by USM mainly at the request of various departments or organizations, according to specific requirements for profile of a graduate of this study established mutually by agreement.
3. Costs for other further education the USM according to the previous paragraphs of an article of the study regulations are paid in full by study participants, or state authorities news, or
4. Foreign students study at the USM for payment of the prescribed amount of tuition fees, except those what they are studying based on interstate agreements a payment in progress from other resources.

**Art. 6**  
**Study programs**

1. The USM study programs define the focus, graduate profile, scope, and content study in individual study unions. Study fees programs contain study fee subjects and basic forms of teaching (especially lectures, exercises, seminars, excursions, professional experience, and special training). They determine which subjects the student has to perform credits, classified credits, partial and ensemble exams for relevant vintage a semester, a form which performs state exams.
2. Study programs with they suggest and validate according to directive *SM01\_v2\_30.4.2022\_z0 Proposal, adjustment and approval of study fees program of the USM.*
3. Proposals on the establishment study unions and study fees programs of the USM approves The Academic senate of the USM.
4. Study fee programs USM discusses the scientific council of the USM.
5. VŠBM can conduct state exams and defenses of final theses, only in those study programs, which ones have properly accredited.
6. Study fees programs with in the daytime study they determine so to count hours lectures, seminars, exercise, including hours language preparations a hours physical education/preparation did not exceed 35 teaching hours per week. Study programs in full-time study determine in such a way that, as a rule, they do not prescribe more than 7 compulsory exams per semester. These restrictions do not apply to: studying by distance method according to an individual study plan, studying two fields at the same time, as long as the school has such accredited, optional, optional subjects, pri repetitions year a Come.





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**Art. 7**  
**ways to forms teaching a credit system**

1. The basic forms of teaching at VŠBM are lectures, seminars, exercises, excursions, courses, professional a pedagogical practice, special trainings, physical education concentration.
2. On all basic forms of full-time and part-time study, prescribed study program, participation is mandatory, with the exception of special trainings, if about it the lecturer does not decide otherwise due to the nature of the subject. Students are required process and submit all of them assignments, semesterly projects a written tasks established on lectures and exercises, regarding compulsory, compulsory electives and selective subjects which student they profile to profiling, fulfillment of the profiling condition ends attachmentk university diploma.
3. The teacher relevant subject can appearance on the nature subject and scope non-fulfillment study obligations students to decide about non-granting credit, respectively about disallowance of execution exams a student with manages according to of Article 9 a 10 this one order.
4. Organization all forms university study is a established on the credit system. Credit system uses collection and transmission credits. It allows through credits evaluate student burden connected with graduation units study program (subjects) in accordance with regulations containedin study program. Every subject is a rated certain numbers credits.
5. Credits are numerical values assigned to study program units (subjects),expressing the amount of work required for their completion (one credit = 25 hours work student).
6. The daily form of study is organized in such a way that the study according to the recommended study plan corresponds, depending on the study program, to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.
7. The external form of study is organized in such a way that, depending on the study program, the study according to the recommended study plan corresponds to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.
8. The standard load of a student is expressed by the number of:
  - a) 60 credits for the entire academic year, 30 credits per semester or 20 credits per trimester, if it is:
    1. a first degree study program, a second degree study program or a study program combining first degree and second degree, regardless of the form of study, or
    2. third degree study program in full-time study,
  - b) a maximum of 48 credits, depending on the standard length of study of the respective study program and the number of credits required for its proper completion, if it is a third-level study program in an external form of study.





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**Art. 8**  
**Enrollment for study**

1. Applicant will become the USM students on the day of registration for studies, when acquires all of the rights and duties set by statute of the USM by law about high schools.
2. Enrollment for study with acts in deadlines determined by the rector of the USM and payment of study fees.
3. Conditions on the registration to a higher year result from Article 9 of this order.

**Art. 9**  
**Study conditions**

1. A student who has fulfilled all the specified study obligations is enrolled in the higher year study program. A student who has not fulfilled all study obligations does not fulfill conditions for regular registration to higher year.
2. The student to whom the rector has allowed the most transfers is also enrolled in the higher year two study obligations (1 credit, 1 exam or 2 exams or 2 credits etc.) to the next one year, unless achieved prescribed count credits.
3. The exam or credit for the rector's exemption is charged according to the Organization guidelines, rector no. *POR01\_v2\_30.4.2022\_z0 - Organizational rules of the USM.*

**Art. 10**  
**Repetition of the grade**

1. For a student who has not met the conditions for enrollment in a higher year, the rector can request, allow repetition of the grade. Permission to repeat a year is charged according to the Rector's Organizational Directive no. *POR01\_v2\_30.4.2022\_z0 - Organizational rules of the USM.* Each year can be repeated only once. A maximum of one can be repeated during the study period.
2. At repetition year, a student writes down subjects, from which:
  - a) failed
  - b) he wasn't granted credit or classified credit.
3. If the student passes when repeating the grade to the year in which it is studied according to the changed study program, is obliged to, in addition to the obligations according to par. 4, write also subjects according to the new study program. In such a case, the rector determines the student's differential credits and exams and appropriate deadlines (the longest until 31.07. of the given year), until their student must perform.
4. They will fix it exam in repeated years allowing rector, to only repeat the most out of two objects. On the exams from differential objects this restriction does not apply.
5. In case of permission to repeat a year, the rector names a three-member commission, which results of exams are definitely secret by voting.



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**Art. 11**  
**Interruption of studies**

1. The rector can give permission interruption of studies at your own request student. The rector determines the beginning and the end interruptions study, the longest total period of study interruption. Interruption study is a charged according to Rector's Organizational Directive *POR01\_v2\_30.4.2022\_z0 – USM Organizational Rules*. Students can in of course whole study to ask about interruption study the most in the 2years.
2. During interruptions study student loses rights a obligations students high schools.
3. Rector can from your own stimulus interrupt the study to the student a that back then, when student:
  - a) leaving During t h e semester to abroad on the time longer how one a month a his stay in not abroad is a included study fee program
  - b) he asked about repetition year a in tom academic year not is a openrelevant vintage in given study department.

**Art. 12**  
**Pregnant student mothers**

1. Pregnant a student – mother has the law from medical reasons interrupt the study on 28 or 37 weeks, and that as a rule 6 weeks before medically established day childbirth (esp § 166 - § 170 Code of law work).
2. Rector is a mandatory female student – mother on the her a request allow interruption study according to Art. 11 this one order.

Pregnancy scholarship from the state budget according to the Act on Higher Education:

1. A pregnant student who has a permanent residence in the Slovak Republic and is not entitled to maternity pay is awarded a pregnancy stipend in the period from the beginning of the 27th week before the expected day of delivery, designated by a doctor, mainly the to cover increased expenses associated with the student's health condition, special material needs and with preparation for the birth of a child. The student has a legal right to the pregnancy scholarship.
2. A person whose studies were interrupted due to pregnancy is also considered a student for the pregnancy scholarship.
3. The amount of the pregnancy scholarship is 200 euros per month. The government can establish a different amount of the pregnancy stipend by regulation; the amount of the pregnancy stipend mentioned in the first sentence becomes invalid when its amount is determined by regulation.
4. The pregnancy scholarship is awarded based on the student's written application, which is accompanied by a medical certificate stating that it began on the 27th week before the expected day of delivery, determined by a doctor.
5. The rector of the higher education institution decides on the granting of a pregnancy scholarship or, if the statute of the higher education institution provides for it, the dean of the faculty decides.
6. The pregnancy scholarship is granted from the first day of the calendar month in which the application was submitted.



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7. If the conditions for the provision of a pregnancy scholarship were met only for part of the calendar month in which the application was received, the pregnancy scholarship belongs to the entire calendar month. The pregnancy scholarship is also provided for the months of July and August.
8. The university provides a pregnancy stipend in the monthly amount no later than the tenth day of the relevant calendar month to a bank account maintained in the Slovak Republic, the number of which is provided by the student in the application for the award of the pregnancy stipend.
9. Entitlement to the pregnancy scholarship ceases
  - a) the emergence of entitlement to maternity pay,
  - b) termination of pregnancy or
  - c) upon completion of studies.
10. The student shall notify the university of the termination of the pregnancy within ten working days from the day on which this fact occurred, if the pregnancy ended other than with the birth of a child.
11. A person who was granted a pregnancy scholarship and paid maternity leave for the same period is obliged to return the pregnancy scholarship granted to the university for the relevant period.
12. For the purposes of proving the claim according to paragraph 1, ascertaining, verifying and checking the correct procedure for proving the claim to the pregnancy scholarship, protecting and asserting the rights of the student and the university, the university is authorized to process the personal data of the student to the extent necessary for the decision on the award of the pregnancy scholarship. For these purposes, the university is authorized to obtain personal data of the person concerned by copying, scanning or otherwise recording official documents on an information carrier to the extent necessary to achieve the purpose of the processing, even without the consent of the person concerned.

**Art. 13**  
**Subjects of the study program**

1. The study program is divided into study subjects (hereinafter referred to as "subjects"). The subject is formed unit study fee program ( § 51 para. 2 of the Act on Higher Education) or group units of the study program aimed at providing education in the defined area (for example a lecture a k her corresponding to exercises).
2. Subjects included to study fee program with according to obligations their completion of the division on the :
  - a) mandatory – successful graduation is a condition for successfully passing the part study or the whole study fee program,
  - b) mandatory optional – a condition of successful completion of part of the study or of the entire study program is the successful completion of a specified number of these objects according to the selection student in structure specified study program,
  - c) selective – the others subjects, which ones are u student has option write on the supplementing your studies and obtaining a sufficient number of credits in the relevantparts of the study ( § 51 para. 4 letter i / of the Act on Higher an article 7 this one order).



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3. Subjects included to study fee program with according to continuity of division on the:
- subjects conditional successful graduating others objects, registration of such a subject is conditional on the successful completion of another subject (conditional subject) or others objects,
  - subjects without continuity, registration such subject not is a conditional graduating other subject,
  - Part of the study according to each study program is also the final thesis, which together with its defense forms one subject; the defense of the final thesis is one of the state exams. With the permission of the college or faculty, the final thesis can be written and defended in a language other than the official language.
  - The final thesis must be original, created by the author as a result of his creative activity while observing the rules of working with information sources. The final thesis must not have the character of plagiarism, it must not violate the copyrights of other authors. The author is obliged to consistently cite the information sources used, to mention by name and specific research results of other authors or author collectives by citing the relevant source, to accurately describe the used methods and work procedures of other authors or author collectives, to document the results and field research of other authors or author collectives. The author may not repeatedly submit the same or slightly modified work that he has already defended as a final work.
  - The originality of the submitted work is usually verified by at least one independent anti-plagiarism system.
  - The leader/instructor of the final thesis can propose a hearing before the Disciplinary Committee if plagiarism is found . Initiatives for discussion are submitted to the chairman of the Disciplinary Commission and the rector. The rector and the chairman of the disciplinary committee will ensure deliberations in the disciplinary committee.
  - To ensure an even workload for teachers (taking into account the provision of teaching, publishing activities, etc.), the number of these supervisors (B.Sc. Ing., Ph.D.) per supervisor/instructor is determined in the number of 10 topics.
  - The professional qualification of supervisors/trainers is at least one degree higher than the qualification achieved upon completion. This requirement can be waived in justified cases, such as foreign language lecturers, teachers providing practice, experts from practice and doctoral students. Educators who lead final theses perform active creative activity or practical activity at the level corresponding to the level of the study program in the subject of the professional and thematic focus of the supervised theses. Supervisors of dissertations are persons in the position of professor, associate professor, or other similar position.

#### **Art. 14**

#### **Credits, their gathering and transfer**

- Every subject, whose graduation with evaluates has in the study room program the assigned number of credits that the student will receive upon successful completion. The count of credits assigned to the subject corresponds to the number of credits assigned to the units study fee program ( § 62 para. 2 of the Act on Higher Education) creating subject and expressing relative section work student necessary on his successful coping. (an article 7 this one order).
- For subjects can students during study gain credits only Rye.



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3. By collecting credits he understands gratuity credits obtained for successful completion of subjects at the time the student was enrolled to study one study fee program. They save with credits obtained
  - a) within the study of the study program in case of its proper completion (§ 65 Act on Higher Education),
  - b) in part of the study on the another faculty high schools,
  - c) as part of a study at another university in the Slovak Republic or at high school abroad formal secured essentials transmission credits according to Art. 7 of this order.

**Art. 15**  
**Record of completion of subjects**

1. By writing are u student determines what kind section obligations prescribed study programwants to graduate in the following period of study to which the registration applies (trimester, semester or academic year).
2. The student enrolls in subjects so that the number of credits he can get them successful graduating, was enough in the given period on the fulfillment conditions on the continuation of study.
3. During study, the student can repeatedly enroll in the compulsory subject he has completed unsuccessfully. After the second unsuccessful attempt to pass the compulsory subject, he student excluded from study ( § 66 para. 1 letter c/ of the Act on Higher Education).
4. A student can enroll repeatedly during his studies compulsory elective subject which he graduated unsuccessfully, or he can enroll another mandatory option instead subject. After the second unsuccessful attempts about graduation selected mandatoryoptional subject is a student excluded from study ( § 66 para. 1 letter c/ of the Act on Higher Education).
5. During the course of study, the student can repeatedly enroll in the optional subject he has completed unsuccessfully, or he can enroll in another elective subject instead. If a student achieved sufficient count credits, it doesn't have to are u write none selective subject.
6. The university will determine the recommended study plan for each study program. Recommended the study plan is compiled in such a way that by completing it the student meets the conditions for successful termination study within standard length study corresponding study program ( § 51 para. 4 letter h/ Act on Higher Education).

**Art. 16**  
**Evaluation of study results**

1. The evaluation of the student's study results within the study of the subject is carried out especially
  - a. continuous control of study results during the teaching part of the given periods of study (control questions, written tests, assignments for independent work,semesterly work, paper on the seminars and Come.), ending credit.



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- b. exam for given period study.
2. Graduation subject exam with evaluates mark. A stamp expresses quality adoption are u knowledge or skills in compliance with a goal subject mentioned in informative leaves subject.
3. Rating mark with carries out according to classification scales, which forms 6 classification degrees:
  - A - excellent (excellent the results: 91 -100%) = 1
  - B - very all right (above average the results 81 – 90%) = 1.5
  - C - all right (average the results: 71 – 80%) = 2
  - D - satisfactorily (acceptable the results: 61 – 70%) = 2.5
  - E – enough (the results meet only min. criteria: 51 – 60%) = 3
  - FX – not enough (the results do not meet not min. criteria) less how 50% = 4
4. Student will get credits for subject, if his the results they were evaluated to some from classification degree from And after E.
5. The college may decide not to evaluate selected subjects grades and determine other criteria for their successful completion as conditions for obtaining objects.
6. To evaluate the student's overall academic results in the defined period uses a weighted academic average. It is calculated so that they are added together in the evaluated period products of the number of credits and numerical evaluation according to paragraph 3 for all subjects written down students and the result with will divide overall by number credits obtained students for the given period. For subjects that the student enrolled in and did not graduate, to esteemed study fee average counts grade 4. subjects, which ones not They are evaluated mark (para. 4), with to calculation esteemed study fee average do not include

**Art. 17**  
**Formal requirements of credit transmission**

1. The graduation part of the study on another high school is a formal conditional
  - a) by application on the exchangeable study,
  - b) contract about study,
  - c) statement results study.
2. Contract about study with concludes between students, broadcasting high school a reception high school before boarding student on the receiving high school.
3. Subjects completed at the receiving university are recognized by the sending university to the student based on a statement of study results prepared for the student by the admissions office college at the end of his studies. The statement of study results becomes part of the personal study room documentation student-led high by the school, as documented information of the internal quality system





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**Article 18**  
**Board Exams**

1. Board exams are combined exams, state exam and , defence of the final thesis.
2. Commission an exam with acts before the commission, which has at least four members.
3. The composition of the commission is determined by the rector. Members of the commission can also be prominent experts in a given field of study from other universities, from legal entities carrying out research and development in the territory of the Slovak Republic, or from practice. At least two members of the examination committee for state examinations are university teachers working in the positions of professors or docents; in the case of bachelor study programs, at least one university teacher working in the functional position of professor or in the functional position of docent. State exams They are publicly. Classification scale exams, classified credit is a:  
A - excellent (excellent the results) = 1  
B - really good (above average the results) = 1.5  
C - all right (average the results) = 2  
D - satisfactorily (acceptable the results) = 2.5  
E – enough (the results meet only min. criteria) = 3  
FX – not enough (the results do not meet not min. criteria) = 4  
if with commission an exam acts from several objects, classifies with every subject separately.
4. In the case of a board exam the student, the composition and the chairman of the committee will ask will determine the rector.
5. Commission an exam with counts to number dates.
6. Presidents specialization and statesmen commissions names the rector after approval in the scientific council of the USM.
7. Academic fraud is committed by anyone who, as a student, a participant in a rigorous procedure or a participant in a habilitation procedure, submits a final, rigorous or habilitation thesis which, due to his culpable conduct, is not at least partially the result of his own and independent activity; this does not affect the right of a student, a participant in a rigorous procedure or a participant in a habilitation procedure to use information, materials and other objects whose origin or source is indicated in the relevant thesis.

**Article 19**  
**Obtaining credits and exams**

1. Based on a written request,the USM may, under the conditions specified in its study regulations, allow the enrollment of a student from another university who has been accepted to study a study program of the relevant degree in the same/related field of study. Can in writing to ask rector for recognition those credits and exam. To request for recognition study obligations must be attached opinion of the relevant institute. Rector after his statement relevant constitution, can to the student acknowledge exams and credits of those subjects whose focus and content coincide with the focus and content equivalent exam in the relevant field. He decides on the equivalence of exams director the institution positively in that case if rating student in the given the subject at





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another school was no worse than the grade "D - Satisfactory". If it is worse, student must subject to graduate.

2. In the framework of informal education, the student can have extra formal education in addition to the study obligations resulting from the study fee program, write selective subjects from others study unions open at the USM unless such exist. The details will be determined by the VSBM internal regulation, which on the proposal rector approves changes complements a cancels Academic senate of the USM.
3. As part of informal education, the completion of courses, trainings, documented qualifications or a certificate up to the subject evaluation level - credit is accepted. The guarantor of the mentioned subject is responsible for defining specific informal education. Information about the acceptance of informal education will be given in the information sheet of the subject.

**Article 20**  
**Dropping out of studies**

1. Students, who want to leave behind their study, your own decision in writing will announce to the rector.
2. A student who did not appear on the date set for enrollment in the relevant year and up to For 5 days, he did not apologize citing serious health reasons and did not register in the relevant department year, is assessed as if he had left his studies. The rector will explain this to the student facts to 15 days from day findings facts.
3. The USM issues a statement of study results to a person who has finished studying the study program according to § 66 par. 1 letter a/ of the Act on Higher

**Article 21**  
**Expulsion from studies**

1. For disadvantage can a flat rector from study excluded student, which did not fulfill conditions for promotion to a higher grade according to Art. 9 of this order and to which at the same time was not allowed nor repeat vintage.
4. The USM issues a statement of study results to a person who has finished studying the study program according to § 66 par. 1 letter c/ of the Act on Higher Education
2. Rector can conditionally exclude or exclude student from study on the proposal disciplinary commission in accordance with *Disciplinary by order no. POR04\_v2\_30.4.2022\_z0.*

**Article 22**  
**Admission procedure-**  
**other conditions of admission to study**

1. The university or faculty, if the study program is conducted at the faculty, may determine additional conditions for admission to study individual study programs in order to ensure that applicants with the necessary skills and prerequisites are admitted to the study. The specified conditions and the method of verifying their fulfillment must enable the



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- selection of applicants who demonstrate the highest degree of ability to study. The university may not condition admission to study with any financial payment except for the fee according to § 92 par. 12 of the Act on Higher
2. The university or faculty, if the study program is conducted at the faculty, verifies the fulfillment of the conditions according to paragraph 1 by means of an entrance exam, if it is determined as part of the verification of study abilities.
  3. The university or faculty, if the study program is conducted at the faculty, will publish in good time, no later than two months before the last day for submitting applications, the deadline for submitting study applications, the conditions of admission according to paragraph 1, the date and method of verifying their fulfillment, and if part of the verification of study abilities is the entrance exam, as well as the form and general content of the exam and the method of evaluating its results. These facts must be published on the official notice board of the college or faculty and in a mass manner according to a special regulation.

**Article 23**  
**Completion of studies**

1. University study on the USM terminates according to individual degrees as follows:
  - bachelor, engineering and doctoral study execution state exams,
  - included state exams are a defence of final work.
2. A student ceases to be a university student upon proper completion of the university course study. In addition to the proper completion of the study, the study will end:
  - a) dropping out of studies
  - b) by not finishing the studies by the deadline determined according to § 65 par. 2 of the Act on Higher Education,
  - c) exclusion from studies due to failure to meet the requirements arising from the study program and the study regulations of the university,
  - d) exclusion from studies according to § 72 par. 2 letters c) of the Act on Higher Education,
  - e) by the entry into force of the decision on the invalidity of the state exam or its part according to § 108f par. 1 of the Act on Higher Education within the framework of a lower-level study, if the relevant education is a condition for admission to the ongoing study of a higher-level study program,
  - f) by giving up an academic title awarded after completing a lower-level study program, if the relevant education is a condition for admission to an ongoing study of a higher-level study program,
  - g) by canceling the study program according to, if the student does not accept the university's offer to continue studying another study program,
  - h) the death of a student.
3. Students log in on the state exam in the study departments of the USM on time established according to the academic calendar, whereas reports choose optional subject of the state exam. Subjects state final exams They are mentioned in study programs.
4. Submission applications on the state exam is binding.
5. The result state exam classifies in accordance with the article 18. if with acts state exam



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from several subjects, each subject is classified separately. This also applies to defense final work. if one from subjects with classified mark "failed", total classification results state exams is a "failed".

- The overall classification of the results of the state examination is determined by the commission for state examinations key:

Method evaluations statesmen objects B.Sc. the study

A	to 1.125	AAAA, AAAB (B not from final work)	And = 1
B	to 1.625	AABB, ABBB, AAAC, ABC, ABBC, BBBB	B = 1.5
C	to 2.125	AAAD, AAAE	C = 2
D	to 2,625	arithmetic average combinations	D = 2.5
E	above 2,625	arithmetic average combinations	E = 3
FX	—	at least 1x FX	FX = 4

Method evaluations statesmen objects Ing. the study

A	to 1.17	AAA, AAB (B not from final work)	And = 1
B	to 1.67	ABB, BBB, AAC, ABC, AAD, BBC (B from ZP)	B = 1.5
C	to 2.17	ACC, BCC, BCD, CCC, CCD, DAA, (D from ZP), EAA (E from ZP)	C = 2
D	to 2.67	CDD, CCE, DDD, DDE	D = 2.5
E	above 2.68	EED, EEE	E = 3
FX	—	at least 1x FX	FX = 4

Total statement results study

He passed with an award	Rating state exams And at the same time esteemed diameter of the whole study to 1.5 (without evaluations E)
He passed	Rating state exams B - E
He failed	Rating state exams FX

- In the case of the classification of the state exam results with the grade "failed", the student can repeat state exam from objects, from which acquired grade "failed".
- A state exam in a study program in which the studies end with a state exam, perhaps repeat from subject classified mark "failed" only Rye.
- Student, which with he signed up on the state exam a will not deliver on the state exam without apologies with stating the reason is a evaluated mark failed.
- Documents on completion of the study program in the field of study are:
  - university diploma,
  - state examination certificate,
  - The Diploma Supplement.



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**Article 24**  
**Distance learning method**

1. The distance method replaces the direct contact of the teacher with the student by communication through means of communication, especially means based on the use of computer networks. In the case of the distance method of study, an individual study plan (ISP) is applied, the student can usually be allowed first after at the end of the 1st year of the relevant level of higher education. An exception to this provisions is permitted by the school rector , how statutory representative, on the basis of evaluation student requests.
2. Individual study plan represents special organization study from the point of view of scheduled exams and credits at preserved scope study established classroom plan.
3. The individual form of study is charged at a special rate determined by the rector of the USM.
4. A request about the distance method of study according to ISP serves students in the year or semester. An exception to this provisions is permitted by the school rector , how statutory representative. The rector together with the recommendation of the vice-rector for education, which with the directors relevant institutes discusses individual subjects.
5. After expressions directors institute the rector approves individual study plans and establishes range of mandatory lessons, which can be a flat max. 50% (seminars, exercises).
6. At the same time, the rector will determine the time for which the distance method of study is permitted according to the ISP and will forward the approved application via study fee departments to the relevant constitution, on the processing detailed ISP.
7. ISP perhaps allows as a rule to the student, which:
  - has properly terminated at least one year study on the USM, with possible except which awarded by the school rector ,
  - demonstrates exceptional knowledge and skills in the field of study, if he can't regularly to participate on the teaching, or fulfill study fees obligations from serious ones medical (PSH), family or others reasons (peak athlete – representative
8. ISP can be created in full-time or combined form, while with has to adhere to this one approach:
  - Guarantor subject to the student will provide in writing Thematic plan subject with stating content subject a recommended study room literature.
  - According to the difficulty of the student's workload, the guarantor of the subject will determine its conditions graduation. These terms will provide the student in written form as component thematic plan.
  - The guarantor of the course or the tutor appointed by him will agree with the student on individual meetings during the semester, serving to guide him in study of the subject. A record of these meetings must be initialed tutor (to the teacher) a conclusion confirmed guarantor a the director the institution.
  - The subject guarantor (tutor) adapts to the objective possibilities of the student determined term closing subject.
  - Student is a mandatory to fill agreed upon conditions graduation subject (Contents subject, form I cooperation During the semester, closure subject on time established



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ISP.

9. Study fee department records and keeps ISP and after termination established dates concludes at the student with ISP relevant semester, respectively vintage.

**Article 25**  
**Evaluation of students**

1. Student terminates the study with an award if:
  - a) During the whole study his overall study esteemed average ( without state exams) was to 1.5
  - b) During the whole study he wasn't evaluated mark "E – enough" (3)
  - c) achieved on the state exam, including the grade for the defense of the final thesis average to 1.125 (And – excellent) B.Sc. studies, average up to 1.17 (A – excellent) Ing. the study.
2. If the student achieved an average of up to 1.5 during his studies and one subject has been graded with the grade "E - sufficient", he can request in writing rector for permission to perform repair exam from given subject.
3. Proposals on the The price rector, they submit to the rector chairmen commissions for state exam.
4. Rector can honored students to grant academic praise – The price rector.
5. Grant academic praise rector with graduate confirms by release certificates, which is a signed rector. WITH praise is a connected medal.
6. The price rector is handed over to the graduate During festive graduation ceremony the rector.
7. Excellent students of the USM can be granted academic praise – The price of the rector, this one grants rector of the USM.

**Article 26**  
**Sanctions**

1. To a student who violates the norms and obligations arising from the USM Statute, this of the order, a disciplinary measure may be imposed, such as admonition, reprimand conditional and regular expulsion from studies. The conditions and procedure are determined by *the Disciplinary order no. POR04\_v2\_30.4.2022\_z0*.



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## 6. Study schedule for the third level of education

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### **PART I GENERAL PROVISIONS**

#### **Article 1 Basic provisions**

1. The study regulations for the third level of education at the University of Security Management in Košice govern material relations, legal relations and define the rights and obligations of all involved persons, i.e. supervisors, university teachers, employees and students in the subject area and method of doctoral studies at the USM in Košice. The doctoral study program in the field of study is a third-level study program and is, in accordance with § 2 par. 5 of the Act on Higher Education, as amended, the highest level of higher education. The doctoral study program in the field of study focuses on acquiring knowledge based on the current state of scientific and artistic knowledge and especially on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science, technology or independent theoretical and creative activity in the field art. Graduates of the doctoral study program receive third-level higher education (§ 54, paragraph 1 of the Act on Higher Education).
2. The University of Safety Management in Košice (hereinafter USM) provides through its institutes and faculties, as long as they are created, a doctoral study program in the system of study fields according to accredited study programs (§ 50 paragraph 3, § 51 paragraph 1 of the Act on Universities).
3. The doctoral study program in the field of study is carried out in full-time and part-time form.
4. Students in full-time doctoral studies are provided with a scholarship (§ 54, paragraph 18 of the Act on Higher Education).
5. Studying according to the doctoral study program (hereinafter referred to as "doctoral studies") takes place according to an individual study plan under the guidance of a supervisor.
6. Doctoral studies are carried out at institutes, or faculty, as long as it is established, which are training workplaces. The head of the training workplace is the rector of the USM, or the dean of the faculty if that has obtained the right to participate in the implementation of the program in the field of study (hereinafter referred to as "external educational institution"). The participation of an external educational institution in a doctoral study is carried out based on an agreement on a doctoral study between the rector of the USM, or the dean of the faculty, if it is established, and an external educational institution. For each doctoral student (hereinafter referred to as "doctoral student"), an individual agreement on the doctoral study of the doctoral student is concluded, which regulates the activity of the doctoral student in an external educational institution, including the payment of its costs.
7. Doctoral studies consist of a study and scientific part.
8. The condition for the proper completion of the doctoral studies is the completion of the dissertation examination submitted on the form *F108\_SM02*, which is one of the state





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- examinations, and the defense of the dissertation submitted on the form *F111\_SM02* .  
The dissertation is the final work.
9. Doctoral studies in a given field of study are monitored and evaluated by a departmental committee or a joint departmental committee (hereinafter referred to as "JDC"), if one is established.
  10. The doctoral study program in the field of study can be provided in cooperation with other universities, including foreign universities and universities from third countries ("joint study program"), while the conditions of cooperation will be determined by the agreement of the universities.

**PART II**  
**THE STUDY PART OF THE DOCTORAL STUDIES**

**Article 2**  
**Admission to doctoral studies**

The Rector of VŠBM, or the dean of the faculty, if it is established, will list at least two months before the last day for submitting applications for doctoral studies the topics of dissertations that can be applied for in the admissions process. Dissertation topics are approved by the rector, or the dean of the faculty, if it is established. If it is a topic listed by an external educational institution, it will also state the name of this institution. The name of the study program, the name of the supervisor, the form of study (full-time, part-time), the deadline for submitting applications and the date of the admission procedure are indicated for each listed topic. Dissertation topics, together with the specified requirements, are published on the official bulletin board and in a mass manner according to a special regulation (§ 57 paragraph 5 of the Higher Education and Act No. 211/2000 Coll. ) to change the topic of the dissertation can be requested on the form *F110\_SM02*.

1. In the application for doctoral studies, the applicant shall state:
  - a) name and surname, titles, social security number, date and place of birth, marital status, place of permanent residence of the student, gender, place of residence in the Slovak Republic, nationality, citizenship, ID number, passport number for foreigners,
  - b) data on previous employment, or about current employment,
  - c) the chosen study program in the field of study and the chosen topic of the dissertation,
  - d) chosen form of doctoral studies,
  - e) data on education achieved, including grades and results in activities of interest related to the study program for which the applicant is applying.
2. The applicant shall attach to the application:
  - a) curriculum vitae,
  - b) certified copies of documents on educational attainment,
  - c) list of professional and scientific works published so far,
  - d) an applicant for an external form of study who performs work in the public interest according to a special regulation (Act No. 553/2003 Coll. on the remuneration of certain employees for the performance of work in the public interest and on the amendment and supplementation of certain laws as amended) or is a state employee





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or in a service relationship according to special regulations (e.g. Act No. 312/2001 Coll. on the Civil Service and on Amendments to Certain Acts, as amended, Act No. 73/1998 Coll., as amended, Act No. 346/2005 Coll. of the wording of Act No. 253/2007 Coll.), the employer's confirmation of the duration of the employment relationship, state employee relationship or service relationship at the time of submitting the study application shall also be attached to the application.

- e) other documents testifying to other professional and scientific activities.
- The Rector of the USM or the dean of the faculty, if it is established, will invite the applicant to the entrance exam at least 14 days before the date of its holding, announcing the place and time of its holding and its content focus.
  - The entrance exam is held before an entrance committee, which has at least four members. The admission committee consists of its chairman and at least two members, who are appointed by the rector of the USM or the dean of the faculty, if it is established. Another member of the committee is the trainer for the listed topic.
  - In the case of an applicant's admission procedure on the topic of a dissertation published by an external educational institution, a representative of the external educational institution designated by the statutory representative of the external educational institution is also a member of the admission committee. Upon agreement between the training workplace and an external educational institution, the entrance exam can be held on the premises of the external educational institution with the participation of appointed members of the admissions committee.
  - The admission committee evaluates the result of the entrance exam in a closed session with the conclusion "passed" or "failed". If several applicants are registered for one topic, they will be ranked according to the success of the entrance exam. When determining the ranking, the commission also takes into account the scope and quality of the applicant's previous professional publication activity and the results of his other professional activity (e.g. results in competitions for student scientific, professional or artistic works, professional experience, etc.). At the same time, it will determine the order of all successful applicants.
  - A record will be made of the result of the entrance exam. The commission will submit a proposal for accepting the successful applicant to the rector of the USM or to the dean of the faculty, if it is established. If it is a topic of a dissertation published by an external educational institution, it must give written consent to the acceptance of the applicant.
  - Rector, or the dean of the faculty, as long as it is established, decides based on the results of the entrance exam on the admission of the applicant within 30 days from the date of the entrance exam. The written decision must contain a statement, justification, instruction on the possibility of filing a request for review of the decision and is delivered to the applicant personally. An applicant who has received a decision not to be admitted to doctoral studies can submit a request for a review of this decision to the rector, or to the dean of the faculty, as long as it was established. Further, the procedure is according to § 58 par. 8 of the Act on Higher Education.
  - An accepted applicant becomes a student of the third level of university studies (doctoral student) on the day of registration.
  - In accordance with § 59 par. 4 to 6 of the Act on Higher Education, the rector, or the dean of the faculty, as long as it was established, to allow the enrollment of a doctoral student who has been accepted to study a third-level study program in the same field of study or a related field of study at another university, if he requests it in writing, usually before the



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beginning of the semester. Before that, he will request a written opinion from the guarantor of the study program for which the doctoral student is applying, who will assess the current course of study and capacity options.

### **Article 3** **Study schedule**

1. The individual study plan *F106-SM02 DF and F107-SM02 EF* consists of a study and a scientific part, it is compiled by the supervisor and submitted for approval to the chairman of the union commission or JDC (Section 54 paragraph 8 of the Act on Higher Education) within three weeks of registration.
2. Part of the doctoral studies in the full-time form of study is the performance of pedagogical activity or other professional activity related to pedagogical activity in the scope of no more than four hours per week on average for the academic year in which teaching takes place (§ 54, paragraph 11 of the Act on Higher Education).
3. If a doctoral student has applied for a dissertation topic listed by an external educational institution, he can perform the scientific part of the doctoral studies and the duties of the study part of the doctoral studies agreed with the training workplace in this external educational institution.
4. The length of doctoral studies is determined by the accredited study program in the field of study.
5. Doctoral studies usually start on September 1 and end according to the accredited study program in the field of study.
6. Enrollment of doctoral students accepted for doctoral studies in the first year takes place on the first working day of September of the respective year.
7. The Rector, or the dean of the faculty, as long as it has been established, sets the schedule of the academic year for doctoral students in the daily form of doctoral studies, vacations of a total length of 6 weeks in one academic year, while they can be divided into several parts. Holidays cannot be carried over to the next academic year.
8. A doctoral student in the full-time form of doctoral studies follows the decisions and regulations of the head of the training institution (rector, vice-rector, dean, director of the institute) and respects the customary rules at the place of work.
9. A doctoral student in the full-time form of doctoral studies participates in activities at the place of work in accordance with his individual study plan (in the study and scientific part).
10. The presence or the absence (with a reason) of a doctoral student in the daily form of doctoral studies at the place of work, which results from the individual study plan of the doctoral student, is recorded and archived by the institute (department) or external educational institution where the doctoral student works.



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**Article 4**  
**Credit system of doctoral studies and evaluation of study results**

1. The credit system is applied in all forms of doctoral studies by the approved credit system of doctoral studies at the USM.
2. Credits are units of the doctoral student's workload. The standard workload of a doctoral student during the academic year is considered to be the performance of activities prescribed by the individual study plan, which corresponds to at least 60 credits. In an external doctoral study, the standard workload of a doctoral student is considered to be the performance of activities prescribed by the individual study plan, which corresponds to at least 180 credits acquired during the entire period of study.
3. During his studies, the doctoral student generally receives credits for the following activities:
  - a) attending specialized doctoral lectures and seminars according to the doctoral student's study plan, co-organizing a scientific or professional event,
  - b) successful completion of the dissertation exam,
  - c) pedagogic activity or other professional activity related to pedagogic activity (leading SSPA, final theses of a bachelor's study, etc.) in the daily form of study in the maximum extent of 4 hours per week, in the external form of study, the obligation to deliver elective lectures and the performance of other professional activity,
  - d) independent activity in the field of scientific research (publications, active joint investigation of scientific tasks, etc.)
  - e) acceptance of the dissertation for defense.
4. The activities mentioned in paragraph 3 are irreplaceable.
5. Credit system and number of credits for individual activities according to par. 3 is approved by the scientific council.
6. The credit system determines the number of credits that the doctoral student must obtain for:
  - a) progression to the next year of study,
  - b) registering for the dissertation exam,
  - c) submitting an application for permission to defend the dissertation,
  - d) recognition of other activities according to the doctoral student's study plan.
7. If the doctoral student completed part of his studies at a different than designated training workplace (e.g. abroad), the credits obtained at this workplace are taken into account in full, if he was sent to this workplace as part of the fulfillment of his study plan, and if the credit systems of the sending and compatible workplace, or determined in advance (transfer of credits).
8. If there is a change in the study program in the field of study, the credits earned up to that point can be recognized for the doctoral student, if it is in accordance with his new study plan.
9. The rector or dean of the faculty, as long as it was established.
10. The supervisor will enter the acquired credits into the USM electronic information system by the end of the relevant academic year at the latest and indicate this in the doctoral student's annual evaluation.



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**Article 5**  
**Trainer**

1. According to § 54 paragraph 4 of Act no. 131/2002 of the Act on Higher Education and on the Amendment and Supplementing of Certain Acts, as amended, the function of trainer for a given field of study may be performed by teachers of the University of Safety Management in Košice or other experts after approval by the Board of Directors of the USM. The supervisor can be a professor, visiting professor, associate professor or researcher with a recognized scientific qualification level I or II in the field of study or in a related field of study. The rector of VSBM submits to the scientific council the scientific and pedagogical characteristics of the proposed trainers. The supervisor must be approved by a majority of the members present in the Scientific Council of the USM.
2. Supervisors approved by this institution may perform the function of supervisor for dissertation topics listed by an external educational institution. The external educational institution will provide the Scientific Council of the USM with the scientific and pedagogical characteristics of these instructors (§ 54, paragraph 4 of the Act on Universities).
3. Tutor:
  - a) supervised by a doctoral student during his doctoral studies,
  - b) draws up the individual study plan of the doctoral student and submits it for approval to the union committee or JDC.
  - c) manages and professionally guarantees the doctoral student's study and scientific program and controls the fulfillment of the scope of his pedagogical activities,
  - d) determines the focus of the dissertation project and specifies its content together with the doctoral student,
  - e) awards the doctoral student the number of credits in accordance with the credit system of the study,
  - f) submits to the rector, or to the dean of the faculty, if it was established, the annual evaluation of the doctoral student, form *F105\_SM02*,
  - g) as part of the annual evaluation, he submits to the rector, or to the dean of the faculty, a proposal to exclude a doctoral student from doctoral studies, a proposal to change the study program in a field of study, comments on a doctoral student's request to interrupt studies,
  - h) proposes to the rector, or the dean's study stay of a doctoral student in other domestic or foreign institutions of science, education, research, technology or art.
  - i) prepares an opinion on the dissertation, form *F018A\_SM02*, *F019A\_SM02* and work characteristics of the entrusted doctoral student,
  - j) proposes to the rector, or to the dean of the faculty to assign a specialist trainer to lead the special part of the scientific program of the doctoral student's studies,
  - k) provides consultations with other experts as needed,
  - l) is a member of the committee for the doctoral student's dissertation examination and participates in the defense of his dissertation without the right to vote.



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**Article 6**  
**Doctoral study plan**

1. The doctoral student's study plan is drawn up as an individual study plan, form *F106\_SM02 DF, F107\_SM02 EF*.
2. The doctoral student's study plan consists of a study part that ends with a dissertation exam, a scientific part and a defense of the dissertation. If it is a doctoral student who is registered for a dissertation topic listed by an external educational institution, part of the training workplace's agreement with this institution is also where and how the study part of the plan, pedagogical and other professional activities of the doctoral student will take place.
3. The study part of the doctoral student's study plan mainly consists of participation in lectures, seminars and individual study of professional literature in individual years of study according to the focus of the dissertation, for which the supervisor allocates credits in accordance with the study's credit system.
4. The doctoral student's individual study plan contains a list of subjects to be taken by the doctoral student, a list of dissertation exam subjects selected from the list approved by the trade union committee or JDC, and a list of mandatory and recommended literature that the doctoral student should study as part of his individual preparation for the dissertation exam. The doctoral student's individual study plan also contains the dates in which the doctoral student must complete individual subjects and the dissertation exam.
5. The scientific part of the doctoral student's study plan consists of individual or team scientific work of the doctoral student, which is related to the topic of the dissertation. The scientific part of the doctoral student's study plan is professionally guaranteed by the supervisor.

**Article 7**  
**Annual evaluation of the doctoral student**

1. As a rule, by August 31 for the relevant academic year, the supervisor submits to the rector, or to the dean of the faculty, if it has been established, the annual evaluation, form *F105\_SM02* of the completion of the doctoral student's study program with a statement as to whether or not he recommends his continuation in studies. The supervisor evaluates the status and level of completion of the doctoral student's study program, compliance with deadlines, awards credits and, if necessary, submits a proposal to modify his individual study program. Rector, or the dean decides on the basis of the annual evaluation of the doctoral student whether the doctoral student can continue his studies, as well as any changes in his study program.

**Article 8**  
**Dissertation exam**

1. A doctoral student in full-time doctoral studies registers for the dissertation examination no later than 18 months from the date of registration for doctoral studies, a doctoral student in external form no later than 36 months from the date of registration for doctoral studies on form *F108\_SM02*. The doctoral student is obliged to submit, together with the





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- application form for the dissertation examination, a written work prepared for the dissertation examination.
2. The written work for the dissertation exam consists of a dissertation project, containing an overview of the current state of knowledge on the given topic, an outline of the theoretical foundations of its future solution and an analysis of the methodological approach to solving the given issue . The framework structure of the written work for the dissertation examination is part of the Study Regulations as Appendix no. 1. The written work for the dissertation exam will be evaluated by one opponent and the supervisor of the dissertation (tutor).
  3. The opponent of the written work for the dissertation exam is appointed by the rector at the suggestion of the supervisor, or dean of the faculty, as long as it was established. Only an expert with an academic PhD degree can be an opponent. (or its equivalent), or the scientific rank of DrSc., who does not work at the same workplace or the same external educational institution as the doctoral student. In disputed cases, the rector decides.
  4. The dissertation exam consists of a part consisting of a discussion on the written work for the dissertation exam and a part in which the doctoral student has to demonstrate theoretical knowledge in the specified subjects of the dissertation exam. The doctoral student can also take exams from individual subjects during the study part of the doctoral studies before taking the dissertation exam . Completion of individual subjects is assessed with a grade, while the assessment is carried out according to a classification scale made up of six classification levels (Declaration of the Ministry of Education of the SR No. 614/2002 Coll. on the credit system of education). The examiner will enter the grade in the USM electronic information system without undue delay.
  5. The dissertation examination is held before the examination committee, whose chairman and members are appointed by the rector, respectively. dean of the faculty, as long as it was established, based on the proposal of the chairman of the union commission or JDC, form *F113\_SM02*. The committee has five members, at least one of whom is not from the workplace where the doctoral student works. At least one member of the committee must have the scientific-pedagogical title of professor or must have the scientific-pedagogical title of docent and be working in the functional position of professor, or must be working in the functional position of visiting professor, or have the scientific rank of Doctor of Sciences, or must be a researcher with a recognized scientific qualification level I. or IIa. The supervisor of the doctoral student is a member of the committee and participates in the dissertation examination without the right to vote on the outcome of the examination. The opponent is a member of the examination committee and has the right to vote when deciding on the outcome of the dissertation examination. If the opponent submitted a negative opinion, his participation is a condition for holding the dissertation exam. In the event that the topic was announced by an external educational institution, one member of the committee is from this external educational institution.
  6. A valid decision on the result of the dissertation examination requires the presence of a majority of the members of the examination committee. If any of the examiners cannot participate in the exam for serious reasons, the rector or dean of the faculty, as long as it was established. The examination board decides on the result of the examination in a closed session. In order to successfully complete the dissertation examination, the doctoral student must receive at least half of the positive votes of the members of the examination committee present.



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7. The overall result of the dissertation exam is assessed comprehensively by the examination committee with the expression "passed" or "failed".
8. Minutes are drawn up about the dissertation exam, where at the end the committee will state its recommendation, or proposal to modify the title of the dissertation. The minutes also include the dissertation supervisor's (tutor's) opinion, form *F018A\_SM02* and the opponent's opinion, form *F018B\_SM02*. The minutes are signed by the chairman and the present members of the examination committee.
9. The dissertation exam is one of the state exams. The Rectorate will prepare a state examination certificate for the doctoral student, form *F104\_SM02*, which will then be issued by the USM.
10. If, for serious reasons, the doctoral student is unable to participate in the dissertation examination on the appointed date and apologizes in advance to the chairman of the examination committee, the chairman of the committee may assign him an alternative date. Withdrawal from the exam or unexcused absence of the doctoral student from the exam is evaluated with the expression "failed".
11. A doctoral student who failed the exam may repeat the exam only once, at the earliest after the expiration of three months from the date of the unsuccessful dissertation exam on the date determined by the chairman of the examination committee. Repeated failure in the dissertation exam is grounds for expulsion from doctoral studies.

**PART III**  
**DISSERTATION THESIS**

**Article 9**  
**Application for permission to defend the dissertation**

1. The doctoral student submits to the rector, or to the dean of the faculty, if it has been established, a request for permission to defend the dissertation in accordance with the study schedule, if he has obtained the prescribed number of credits. In exceptional cases, the rector or the dean will determine in writing an alternative date for the doctoral student to submit an application for permission to defend the dissertation so that the study does not exceed its standard length determined by the accredited study program in the field of study by more than 2 years, form *F111\_SM02*.
2. The doctoral student shall attach to the application:
  - a) dissertation in written form in triplicate,
  - b) auto-abstract of the dissertation in written and electronic form (Article 11),
  - c) supervisor's opinion on the dissertation, form *F019A\_SM02*, which mainly contains an assessment of the doctoral student's contribution to the acquisition of new knowledge in science, the possibilities of their use and the work characteristics of the entrusted doctoral student,
  - d) the opinion of the training workplace or external educational institution, processed on the basis of the internal defense of the dissertation,
  - e) annual evaluation of the doctoral student for the last year of study as of the date of submission of this application,





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- f) a list of published works with full bibliographic data and unpublished scientific works or public and private exhibitions of works of art and performances of the doctoral student as well as their responses,
  - g) justification of the differences between the original and the submitted dissertation, if the doctoral student submits a new dissertation in the same study program of the doctoral study after an unsuccessful defense,
  - h) confirmation of entering the final thesis into the Record of Final Thesis (RFT), ("Confirmation of Submitted Files"),
  - i) originality control protocol,
  - j) completed and signed "License Agreement on the Use of School Work",
  - k) structured CV.
3. In accordance with § 63 par. 7 to 9 of the Act on Universities, the dissertation of each doctoral student must be sent in electronic form to the central register of final, rigorous and habilitation theses (hereinafter referred to as "CRZP") and the degree of originality of the submitted thesis must be verified based on information from the CRZP. The details are governed by the rector's directive *SM 06\_v1\_22.7.2022\_z0* - Submission and registration of the USM final theses.

**Article 10**  
**Dissertation requirements**

1. The doctoral student submits a dissertation for defense in the Slovak language. With the written consent of the rector, rep. the dean of the faculty, as long as it was established, may submit a dissertation in a language other than Slovak.
2. As a dissertation, a doctoral student can also submit his own published work or a set of his own published works, the content of which elaborates the issue of the topic of the dissertation and corresponds to the theses (project) of the dissertation. If the doctoral student submits a set of his own publications, he will supplement it with a detailed introduction, in which he explains the current state of the issue, the goals of the dissertation and the conclusions that arose from solving the topic of the dissertation. If the attached publications are the work of several authors, the doctoral student shall also attach a declaration of the co-authors on his authorship share.
3. The dissertation contains an introduction, a description of the objectives, an analysis of the current state of the issue at home and abroad, theoretical starting points, a detailed description of the procedures used (work methods, materials), achieved results, their evaluation, discussions and conclusions indicating what new knowledge is needed for the further development of science, techniques and practice the work brings, a list of used literature and appendices. The training institution can issue its own methodology for the content of the dissertation.
4. If the dissertation is part of a collective work, the doctoral student will state his own results and put them in context with the results of other members of the collective in the discussion.



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5. An electronic or printed copy of the dissertation is archived in the Academic Library of the USM, including the abstract and the license agreement, in which the permitted level of publication is established.

### **Article 11** **Autoreport**

1. The doctoral student prepares an auto-abstract of the dissertation (hereinafter referred to as "auto-abstract"), which is a brief summary of the results, contributions of the dissertation and data on its response. If the dissertation is a set of works, an exact list of them shall be given in the abstract.
2. The self-report is in A5 format and is submitted in the Slovak language.
3. Part of the auto-abstract is a list of all published works of the doctoral student that are related to the researched issue and responses to them with accurate bibliographic data, a list of used literature and an annotation in one of the following foreign languages: English, German, French, Spanish and Russian.
4. According to the instructions of the trade union committee or JDC, the auto-report, reproduced in the required number of copies, will be distributed by the institute or department where the defense will be held, no later than three weeks before the day of the defense, to institutions and persons according to the USM custom, while sending in particular:
  - a) dissertation opponent,
  - b) a member of the departmental commission or JDC for the given field of study of doctoral studies,
  - c) to the Ministry of Education, Science, Research and Sports of the Slovak Republic.

### **Article 12** **Preparation of the defense of the dissertation**

1. Before submitting the application for permission to defend the dissertation, the doctoral student will conduct an internal defense at his workplace.
2. The training center determines the time schedule for the preparation of the dissertation defense from the submission of the application for permission to defend the dissertation to its completion.
3. After receiving the request for permission to defend the dissertation, the rector, or the dean of the faculty applies to a doctoral student with a dissertation to the chairman of the union committee or JDC and asks him for a proposal for the composition of the defense committee and a proposal for opponents. In the case of a topic listed by an external educational institution, a member from this external educational institution is also included in the proposal for the composition of the committee for the defense of dissertations.
4. If the submitted dissertation has an interdisciplinary nature, the rector, or the dean of the faculty will submit the materials listed in par. 3 for approval by the chairman of the trade union committee or JDC in the field in which the results of the presented work are to have the main contribution and in which the doctoral student will be awarded an academic title.



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- The proposal of the committee, including the opponents, must also include representatives of another study field or field in which the dissertation has a significant impact.
5. The Rector, or the dean of the faculty, on the proposal of the chairman of the union committee or JDC, appoints the committee for the defense of the dissertation and three opponents. The commission for the defense of the dissertation consists of the chairman, who must have the scientific-pedagogical title of professor, and at least three members and three opponents. The chairman and at least two members are appointed from among the members of the Trade Union Commission or JDC. At least one member of the committee for the defense of the dissertation, who does not have to be a member of the union committee or JDC, is not from the USM. A member of the committee who is not a member of the trade union committee or SOK must be approved by the scientific council of the USM for testing at state exams. The supervisor of the doctoral student is also a member of the committee without the right to vote. The appointed opponent is the rector, or the dean of the faculty sends the dissertation together with a request for an assessment.
  6. Rector, or after receiving all opinions from the opponents, the dean of the faculty forwards the doctoral student's request for permission to defend the dissertation together with all the necessary information, including the opinions of the opponents, to the chairman of the defense committee.
  7. After taking over the materials according to the previous paragraph, the chairman of the defense commission will propose to the rector, or the time and place of the dissertation defense to the dean of the faculty. The time and place of the defense is determined by the rector, respectively. dean of the faculty, as long as it was established.
  8. The Rector or the dean of the faculty will invite the participants to the defense in writing - members of the defense committee, opponents, supervisor and doctoral student - and will publish a notice of its proceedings, as information on where and how interested parties can familiarize themselves with the dissertation, on the official notice board and in a mass manner according to a special regulation (Act No. 211/2000Z.z. on free access to information) before the defense proceedings.
  9. Anyone interested in the researched issue and the defense of the dissertation can submit their opinion or statement to the chairman of the defense committee before the defense, or they can present their comments orally during the defense, if the defense has not been declared non-public. During the defense of the dissertation, the doctoral student takes a position on these assessments or comments.
  10. The defense of the dissertation can be held even in the case of one negative assessment, but with the participation of the opponent who gave it. If there are more negative reviews, the defense can only be carried out after the deficiencies mentioned in the reviews have been eliminated and the dissertation has been re-assessed.

**Article 13**  
**Dissertation opponents and their opinions**

1. Opponents are appointed by the rector, or the dean of the faculty, if it was established on the proposal of the chairman of the union commission or JDC. Opponents are chosen from among experts in the issue being addressed. Each of the opponents must be from a



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- different institution. There can be one opponent from the training workplace where the doctoral student is studying.
2. The dissertation is assessed by three opponents. At least one opponent must have a scientific-pedagogical title of professor, or he must have a scientific-pedagogical title of docent and working in the position of professor, or he must have the scientific rank of Doctor of Sciences, or he must be a researcher with a recognized scientific qualification level I. or IIa. Other opponents must have a scientific-pedagogical title of associate professor or working in the functional position of a docent, they can be important experts working in a functional position, a visiting professor, employees with an academic PhD degree. (or its equivalent), prominent practitioners with an academic PhD degree. (or its equivalent).
  3. Provisions no. 12 par. 4-
  4. The opponent cannot be a family member of the doctoral student, his direct superior or subordinate in an employment relationship or a similar employment relationship, or a supervisor.
  5. In accordance with the established time schedule for the preparation of the defense of the dissertation, the opponent will hand over to the rector, or to the dean of the faculty his written opinion and return the dissertation. If the opponent cannot prepare the opinion, he/she will inform the rector, respectively. to the dean of the faculty.
  6. If the opponent does not submit his opinion within the specified period and does not do so even after receiving the reminder, the rector, or the dean of the faculty invites him to return the dissertation and appoints a new opponent.
  7. The opponent's opinion contains an objective and critical analysis of the strengths and weaknesses of the submitted dissertation, is brief and does not repeat the content. In the opinion, the opponent mainly expresses:
    - a) to the topicality of the chosen topic,
    - b) to fulfill the set goals of the dissertation,
    - c) to the chosen processing methods,
    - d) to the achieved results, indicating what knowledge the dissertation brings,
    - e) to benefit the further development of science, technology or art.

In the conclusion, it will be clearly stated whether, based on the submitted dissertation, he proposes or does not propose the awarding of the academic title PhD in the relevant study program in the field of study.

#### **Article 14**

#### **Defense of the dissertation**

1. The Rector, or the dean of the faculty ensures that the defense of the dissertation takes place on the set date, the rector submits a proposal to the committee and opponents of the defense of the dissertation on the form *F114\_SM02*
2. The chairman of the defense commission will send the opponent's opinions to the opponents and members of the commission, including the supervisor, the doctoral student and the training workplace or external educational institution that published the topic.
3. The defense of the dissertation is public, in exceptional cases the rector can declare it non-public.



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4. The defense of the dissertation takes place in the form of a scientific debate. The doctoral student will present the content of his dissertation, results and benefits. Opponents will present their opinions, the chairman will present the justification and scientific originality of the knowledge contained in the dissertation with the materials of the doctoral student.
5. The defense can only be held in the presence of at least two opponents, while at least one member of the committee must be from a workplace outside the USM. If the topic was announced by an external educational institution, a committee member from this external educational institution must be present.
6. If, for serious reasons, the doctoral student is unable to participate in the defense on the appointed date, he must apologize in advance to the rector and also to the chairman of the defense committee. The Rector, or in such a case, the dean of the faculty, in agreement with the chair of the defense committee, will determine an alternative date for the defense and notify its participants.
7. After the end of the defense, a closed session of the defense commission is held, in which its members, including the opponents and the trainer, will participate. At a closed session, the course and result of the defense and the possibility of using the results of the dissertation in practice will be evaluated. The committee and the opponents will decide in a secret vote whether they propose to award the doctoral student an academic title. The committee will evaluate the defense of the dissertation with a grade. The classification is carried out according to the classification scale, which consists of six classification levels:

Grade (classification grade)	Word qualification and its definition	Range of knowledge (%)	Numeric value
A	excellent (excellent the results)	91 - 100	1
B	really good (above average the results)	81 - 90	1.5
C	all right (average the results)	71 - 80	2
D	satisfactorily (acceptable the results)	61 - 70	2.5
E	enough (results meet only min. criteria)	51 - 60	3
FX	not enough (the results do not meet not min. criteria)	less than 50	4

In case the committee decides not to award an academic degree, the evaluation of the defense is FX.

8. The overall result of the dissertation defense is evaluated comprehensively by the examination committee with the statement "passed" or "failed".
9. The presence of at least two-thirds of the members of the defense committee, including at least two opponents, is required for a valid decision on the outcome of the dissertation defense. The present members of the commission decide on the outcome of the dissertation defense in a closed session. In order to successfully defend the dissertation, the doctoral student must receive at least half of the positive votes of the present members of the committee for the defense of the dissertation and opponents.
10. Minutes are written about the defense, which are signed by the chairman of the defense committee, the members of the committee present and the opponents.



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11. The chairman of the defense committee will announce the result of the vote with justification to the doctoral student and other participants present at the public meeting.
12. The proposal for awarding or not awarding an academic title to a doctoral student together with the minutes and file material of the doctoral student will be submitted by the chairman of the defense commission to the rector, or to the dean of the faculty, as long as it was established.
13. To a doctoral student who, based on the result of the dissertation defense or because of his unexcused non-participation in the defense, the defense commission proposed not to award an academic title, the rector, or the dean of the faculty will determine an alternative date for the defense of the dissertation in the same study program.
14. The defense of the dissertation can be repeated only once. A doctoral student can apply for a defense permit again within two years at the latest.

**Article 15**  
**Deciding on the award of an academic degree**

1. The rector, after a positive assessment of the proposal of the dissertation defense committee to award or not award the academic title "Doctor" to a graduate of doctoral studies and after a positive opinion of the dean of the faculty, if it has been established, issues his decision and instructions for the issuance of the university diploma and the certificate of the state examination with an addendum to diploma.
2. The academic title "doctor" ("philosophiae doctor", abbreviated PhD.) is awarded by the USM with effect from the day of the successful defense of the dissertation (§ 54 paragraph 15 of the Act on Universities).
3. In the event of an unsuccessful defense of the dissertation, the rector, or the dean of the faculty, if it has been established, will send the doctoral student a notice of non-granting of the academic title in writing.

**Article 16**  
**Proof of completion of studies**

1. Evidence of the proper completion of the doctoral study program and the acquisition of the relevant academic degree is a university diploma, a certificate of state examination and an addendum to the diploma (§ 68 of the Higher Education Act).
2. Documents on the completion of the studies will be handed over to the doctoral student by the rector at the graduation ceremony, organized according to the traditions and customs of the USM.





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**PART IV**  
**CHANGES DURING DOCTORAL STUDIES**

**Article 17**

**Change of the study program in the field of study, change of supervisor**

1. A change of the study program in the field of study and the supervisor can be made during doctoral studies in justified cases, especially if this creates more favorable conditions for studying the doctoral student's study program.
2. The rector, or the dean of the faculty, as long as it was established, based on the written request of the doctoral student and after the statement of the supervisor. If the topic is listed by an external educational institution, the rector will do so after the statement of the supervisor and the statutory representative of this external educational institution.
3. The proportional part of the duration of the completed study program in the field of study before the change of study program in the field of study is included in the duration of the doctoral studies.
4. When changing the study program in the field of study, the rector, or the dean of the faculty, as long as it was established, will decide on the recognition of the dissertation examination of the doctoral student and the subjects of the study part that he completed before this change.

**Article 18**

**Interruption and termination of doctoral studies**

1. A doctoral student may request to interrupt his doctoral studies due to maternity leave, health reasons, due to his study stay abroad, which is not part of his individual study plan, or other serious reasons. During the interruption of studies, the doctoral student loses the rights and obligations of a student.
2. Interruption of studies is permitted by the rector, or dean of the faculty, as long as it was established. In the case of a doctoral student who has applied for a dissertation topic listed by an external educational institution, he will do so only after a positive statement from the statutory representative of the external educational institution.
3. As a rule, the total time of interruption of doctoral studies does not exceed 18 months. In special, justified cases, e.g. during the next maternity leave, the rector or the dean may decide to suspend the doctoral studies even for a longer period but not more than 36 months.
4. Doctoral studies end with the defense of the dissertation (§ 54, paragraph 3 of the Act on Higher Education), or by leaving the study, failure to complete the study within the set deadline, expulsion from studies, cancellation of the study program in the field of study, death of the student (§ 66 of the Act on Higher Education).
5. The provision of a scholarship for doctoral students in the full-time form of study ends on the day of the first defense of the dissertation, or on the day of another end of the study (section 4).



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## PART V

### DEPARTMENTAL COMMISSION OR JOINT DEPARTMENTAL COMMISSION

#### Article 19

##### Departmental commission

1. The departmental committee monitors and evaluates doctoral studies in the given field of study.
2. The USM will establish a trade union committee for each field of study in which it provides higher education.
3. The members of the union commission are appointed and dismissed by the rector, respectively. the dean of the relevant faculty, if it has been established, after approval by the academic council or at the proposal of an external educational institution with which the school has an agreement according to Art. 1 paragraph 6. The trade union commission consists of a chairman and at least four other members. At least one of the members of the commission must have the scientific-pedagogical title of professor, or the scientific title of doctor of sciences, or must be a researcher with a recognized scientific qualification level I. or IIa. Other members may be associate professors, visiting professors, employees with the academic title PhD., (or its equivalent – CSc., Dr.), or qualified experts from practice who have been awarded this academic title (or its equivalent). At least one member of the trade union commission is from an institution other than the workplace where it is established. If doctoral studies are provided in cooperation with an external educational institution, this institution has adequate representation in the trade union committee (§ 54 para. 17 of the Act on Higher Education).

#### Article 20

##### Joint Departmental Commission

1. On the basis of an agreement with another university or an external educational institution, the USM can establish a joint union commission, which takes over the tasks and competences of the union commission.
2. The members of JDC are appointed by the Ministry of Education based on the proposal of the contracting parties.
3. For the USM, JDC members are nominated by the rector on the proposal of the scientific council so that at least one of the members in this proposal has a scientific-pedagogical title of professor, or a scientific title of doctor of sciences, or must be a researcher with a recognized scientific qualification level I. or IIa. Other members can be associate professors, visiting professors, workers with an academic PhD degree, or Its equivalent – ArtD, CSc., Dr.), or qualified practitioners who have been awarded this academic degree (or its equivalent). If doctoral studies are provided in cooperation with an external educational institution, this institution has adequate representation in the trade union committee.



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**PART VI  
SCHOOL FEES**

**Article 21  
School fees**

**7. Final provisions**

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1. Study order was approved by The Academic Senate of the University of Security Management in Košice.
2. Updating and control fulfillment of provisions of this organizational order provides Vice Chancellor for education.

**8. Change service**

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Only the rector is authorized to approve changes in these rules, based on the approval of the USM quality representative (QC). The record of the change is kept by the IQS representative.

**9. Related documentation**

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Law no. 131/2002 Coll. on universities, as amended  
Law no. 269/2018 Coll. on ensuring the quality of higher education, as amended  
Decree of the Ministry of Education of the Slovak Republic no. 102/2006 Coll  
Quality manual\_4.1.13 Internal quality system  
SM 02\_v2\_30.4.2022\_z0 - Ensuring the quality of education in SP  
POR01\_v2\_30.4.2022\_z0 – Organizational order of the USM  
POR 04\_v2\_30.4.2022\_z0 – Disciplinary order of the USM

**10. Attachments**

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Annex no. 1 Framework structure of the written work for the dissertation exam  
All forms are listed in 4.1.20\_Register of forms

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Dr. h.c. prof. Ing. **Marián Mesároš** , DrSc. DBA MSc. MBA LL.M.  
Rector – Chairman of the Board of Directors of the USM in Košice