



***Study regulations of the
School of Management
Part I
Study system
Art. 1
Types of Higher Education***

1. University studies at the University of Management (hereinafter referred to as "VŠM") are carried out in accredited bachelor's and master's study programs. The bachelor's study program lasts three years in both full-time and part-time form and ends with the defense of the bachelor's thesis, which is one of the state exams, and the issuance of a university diploma. The master's study program lasts two years in both full-time and part-time form and is completed by a state exam and defense of the diploma thesis and the issuance of a university diploma.

2. The academic title that a graduate receives by successfully completing a bachelor's study program is the academic title "bachelor" (abbreviated as "Bc."). The academic title that a graduate receives by successfully completing a master's study program is the academic title "master" (abbreviated as "Mgr.").

***Art. 2
Forms and Methods of
Study***

1. Bachelor's and master's study programs are carried out in the form of full-time or part-time study.
2. The study program of both full-time and part-time studies can be carried out by:
 - a) attendance method,
 - b) distance method,
 - c) combined method.
3. The face-to-face method of study mainly consists in teaching in direct contact between the teacher and the student.
4. The distance method replaces the direct contact of the teacher with the student through means of communication, mainly based on the use of computer networks (online form, etc.).

***Art. 3
Credit system***

1. The condition for issuing a bachelor's diploma is the achievement of 180 credits.

2. The condition for issuing a master's diploma is the achievement of 120 credits.
3. The credit system of the study uses the collection and transfer of credits. It makes it possible to evaluate the student's workload associated with completing the subjects of the bachelor's or master's program through credits.
4. The standard student load per trimester is 20 credits for full-time study and 15 credits for external study.

Art. 4

Preparation and approval of study programs

The study program of bachelor's and master's studies is approved by the Scientific Council of VŠM after discussions in the academic senate of the school.

II. section

Study organization

Art. 5

Organization of the School

Year

1. The academic year begins on September 1 and ends on August 31 of the following year. It is divided into autumn, winter and spring trimesters.
2. The schedule of the school year is determined by the rector no later than June 30 of the previous school year.
3. There are a minimum of 10 and a maximum of 12 weeks in each trimester, which also includes taking exams. There is usually one week of vacation between each trimester.

Art. 6

Admission

Procedure

1. The rector is responsible for the preparation, organization and course of the admission procedure.
2. The terms of the admission procedure are submitted to the academic senate of the school for approval by the rector.

Art. 7

Enrollment

1. By enrolling, the student acquires the right to participate in all forms of teaching and to complete the prescribed forms of study control in the enrolled subjects.
2. Enrollment takes place on the dates specified in the schedule of the academic year and is carried out by the study department.

Art. 8

Transfer and Recognition of Credits

1. A student may be recognized for credits he/she obtained by studying at another accredited college/university in the Slovak Republic or abroad during the last 5 years or in another study program at VŠM. A maximum of 135 credits can be recognized in the bachelor's degree and a maximum of 60 credits in the master's degree.
2. The recognition of credits is authorized by the rector of VŠM after assessment by the academic study coordinator.

Art. 9
Participation in
Teaching

The teachers decide on the attendance rules and inform the students at the beginning of the course.

Art. 10
Tuition and Fees

1. In addition to meeting the conditions for admission, the condition of studying at VŠM is also the payment of tuition and related fees. Tuition and fees are published annually by VŠM on its website in the terms determined by Act no. 131/2002 Coll. as amended.
2. Tuition paid for the relevant academic year entitles the student to enroll in subjects in this academic year or, at the latest, in the academic year following the academic year for which the tuition was paid.
3. The student has the right to request a refund of tuition fees or part thereof in accordance with the school's refund rules. Tuition cannot be refunded, except in the case when the student officially withdraws from the subject within the specified deadline. A student who is expelled from a subject or subjects for disciplinary reasons loses the right to a refund of any part of the tuition fee. Tuition cannot be refunded before the student delivers a written notice of withdrawal from the course, a written request for a refund of tuition (can also be by e-mail) and unless he returns all study materials borrowed from the library. The date of receipt of the notification and request by the study department will be decisive for the amount of the refunded amount.

Study	Refunded Amount	
	100%	0%
BSBA, Bc. and Mgr. daily	1. – 7. day	8.+ day
Bc. and Mgr. external	1. day	2.+ day
online teaching (both full-time and part-time)	1. – 7. day	8.+ day
MBA weekend	1. day	2.+ day

Note: For the purposes of determining the amount of the refunded amount, the 1st day is considered the first day of teaching the subject and calendar days are counted, i.e. including Saturdays and Sundays. If the student pays the discounted tuition for the entire year, it is assumed that he will enroll in the appropriate number of courses. If the student enrolls in a smaller number of subjects than he has prepaid and requests a refund of the remaining amount, he loses the tuition discount and his tuition is determined according to the current price list (price of one subject) for the given academic year. A reservation fee of €500 is collected from new students in the relevant study program who do not pay the full amount of tuition for at least 1 trimester before starting their studies.

4. If the student wants to, after the period specified in par. 2 to continue his studies, he is obliged to pay tuition and fees valid for the academic year in which he wants to continue his studies, even if the student has not fully exercised his right arising from the paid tuition according to par. 2.
5. In case the student officially interrupts his studies in accordance with Art. 18, the unused part of the tuition fee is transferred to the academic year, when the student re-enrolls for studies.
6. Tuition or part thereof is not returned in case of termination of studies in accordance with Art. 17, point 1) letter a) to d).
7. For the purposes of this article, the unused part of the tuition fee is determined as the difference between the paid tuition fee and the drawn tuition fee. Fees (not tuition) paid by the student are non-refundable.

III. section
Exam schedule
Art. 11
Study Control

1. The main forms of study control are: mid-term exam and final exam.
2. The classification scale of the exam (transferable according to §6 paragraph 4 of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002) is for the bachelor's study program:

4.0 - 3.3	/A/	excellent	100,00% - 90,00%	= 1
3.2 - 2.7	/B/	very good	89,99% - 82,50%	= 1,5
2.6 - 2.0	/C/	good	82,49% - 73,75%	= 2
1.9 - 1.4	/D/	laudable	73,74% - 66,25%	= 2,5
1.3 - 0.7	/E/	satisfactory	66,24% - 57,50%	= 3
0.6 - 0.0	/F/	unsatisfactory	57,49% - 0,0%	= 4

The classification scale of the exam is for the master's study program:

4.0 - 3.3	/A/	excellent	100,00% - 90,00%	= 1
3.2 - 2.7	/B/	very good	89,99% - 82,50%	= 1,5
2.6 - 2.0	/C/	good	82,49% - 73,75%	= 2
1.9 - 1.6	/D/	laudable	73,74% - 68,75%	= 2,5
1.5 - 0.0	/F/	unsatisfactory	68,74% - 0,0%	= 4

a) 3. In addition to the evaluation table, the evaluation system also contains the following alphabetical expressions:

a) "P/NP" Choice Pass/No Pass

b) During their studies, students can enroll in any three subjects (15 credits in total) on the basis of P/NP choice, while only one subject can be from the group of main subjects of the study program. The choice according to the P/NP system must be declared by the student during enrollment and may not be chosen after the beginning of the trimester. To achieve a "P" grade, a student must achieve a grade equivalent of at least 2.0 in the bachelor's program and 3.0 in the master's program. Otherwise, he will be awarded the grade "NP"; in that case, the student failed the subject and must repeat it. Grades of "P" and "NP" do not affect the grade point average, and the credit expression of the grade of "P" counts toward the degree credit requirement. "X" Audit (Audit)

The audit option can be used by students whose goal is to acquire the knowledge and skills contained in the subject's curriculum, but who do not want to take written assignments and exams. The student must indicate the choice of audit when registering. After completing the subject, the student receives an "X" in the statement of study results. The student does not receive any credits for the audit.

c) "I" Incomplete subject

A temporary record granted based on the choice of the teacher to a student who achieved the required results and had regular attendance, but whose justified circumstances (illness, etc.) did not allow him to complete all the tasks resulting from the curriculum of the given subject by the end of the trimester. The student requests in writing

teacher for a temporary extension of the study period. The condition is to have completed at least 50% of the tasks resulting from the curriculum. Starting from the end of the trimester, the student has a 30-day period during which he is obliged to fulfill all obligations resulting from the curriculum, which are delivered to him in writing by the teacher.

d) "W" Withdrawal from the subject (Withdrawal)

A student has the right to withdraw from a course for any reason without academic penalty, provided that he/she delivers a notice of withdrawal to the study department no later than the end of the eighth week of the trimester. In the case of weekend study in the bachelor's and master's program, it is possible to withdraw no later than the day before the last Saturday teaching of the given subject. The request is submitted in writing on the "Subject Withdrawal" form, based on which the student will be assigned a "W" record for the given subject.

e) "UW" Unofficial withdrawal from the subject (Unofficial Withdrawal)

A student who has stopped attending a course and who has not requested a record of "W" or "I" will be given a record of "UW" - unofficial withdrawal from the course. Although the record "UW" is not taken into account in the calculation of the grade point average, this record remains a permanent record on the student's transcript.

f) "H" Grade Held

Temporary entry in the statement of study results until receiving the final grade from the teacher.

Art. 12 ***Exams***

1. As a rule, the student takes the exams with the teachers who taught the subject.
2. The basic form of the exam is a written exam.
3. The curriculum may not prescribe exams for more than 4 subjects in one trimester.
4. Exams are graded only by examiners. The examiner enters the result numerically together with the date of the exam and the signature in the exam report no later than 72 hours after the end of the trimester to the study department for further processing. An official transcript of all completed subjects, together with the final grades and averages, will be issued by the study department to the student at the end of the course and during the course at the student's request.
5. If the student did not appear for the exam for any reason, it is within the authority of the teacher to assess whether the student will be allowed to take the exam on an alternative date or to repeat the subject.
6. If the student failed the exam on the regular date, he/she has the option of a make-up date for an officially determined fee, at a date specified in the academic calendar (daily and online courses) or by the teacher ("weekend" courses).
7. A student can re-enroll a subject he/she passed unsuccessfully, a maximum of once.
8. The student must pass the final exam with a minimum of 50%.

Art. 13 State ***Exams***

1. The state exam is held before the examination board. The course of the state exam and its announcement of results is public. The examination board's decision-making on the results of the state exam takes place at a closed session of the examination board.

2. Only university teachers working as professors and docents, if they are bachelor study programs, and university teachers in the capacity of assistant professors with a third-level university education and other experts from practice have the right to take the state exam. All members of examination committees are approved by the Scientific Council of VŠM.
3. The composition of the examination committee for state examinations is determined by the rector of the school.
4. The examination committee for state examinations has at least four members, including the chairman.
5. The student registers for state exams at the study department. He must demonstrate the fulfillment of all conditions set by the study regulations.
6. A student can repeat the state exam no more than once.

Art. 14

Grade average

The cumulative grade point average for the exams taken is calculated at the end of each trimester and is based solely on the sum of the numerical entries in the subjects. The average is determined by the ratio of the sum of all grades to the number of subjects in the given trimester. Records "P" and "NP" are not included in the average calculation.

Art. 15

Exclusion from Studies for Disadvantage

1. During the course of study, the student can repeatedly enroll in a compulsory subject that he/she has passed unsuccessfully. After the second unsuccessful attempt to pass the compulsory subject, the student is expelled from the studies.
2. During the course of studies, the student can repeatedly enroll in a compulsory elective subject that he/she has passed unsuccessfully or can enroll in another compulsory elective subject instead. After the second unsuccessful attempt to complete the selected compulsory elective subject, the student is expelled from the studies.
3. In order for a student to be re-admitted to study after being expelled, he must submit a new study application. At the same time, he can request recognition of credits obtained in a previous study.

Art. 16

Proper Completion of Studies

1. The study will properly end with graduation according to the relevant study program. The day of graduation is the day when the last of the conditions prescribed for the proper graduation of the given study program is fulfilled.
2. Proof of the proper completion of the accredited study program and the acquisition of the relevant academic degree is a university diploma, a supplement to the diploma and a state examination certificate.

Art. 17

Other Graduation

1. In addition to the proper completion of the study, the study will end:
 - a) by leaving studies;
 - b) by not completing the studies in the specified term in accordance with Art. 18 par. 2,

- c) exclusion from studies as a result of 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) Act no. 131/2002 Coll. on higher education institutions as amended (hereinafter referred to as the "Act on Higher Education Institutions");
- e) canceling the study program according to § 87 par. 2 of the Act on Higher Education, if the student does not accept the university's offer to continue studying another study program;
- f) the death of the student.

2. The date of graduation is:

- a) according to paragraph 1 letter a) the day when the university received the student's written statement about dropping out of studies;
- b) according to paragraph 1 letter b) the end of the academic year in which the student was supposed to finish his university studies;
- c) according to paragraph 1 letter c) and d) the day when the decision on exclusion from studies became final;
- d) according to paragraph 1 letter e) as of the day on which the university announced the cancellation of the study program.

3. A student who did not register on the date determined by the school year schedule and did not request an interruption of studies by the end of the first week of the trimester is considered to have abandoned his studies.

The study department will issue confirmation to a student who has left his studies, if he requests ^{4.}so.

Art. 18 ***Interruption of*** ***Studies***

- 1. The student's request to interrupt his studies for serious personal or health reasons is approved by the rector.
- 2. The study of any study program may not exceed its standard length by more than two years.
- 3. During the interruption of studies, the student does not have the rights and obligations of a student.

Art. 19 ***Transfers***

The rector of the school allows the transfer of a student from another university.

Art. 20 ***Disciplinary measures***

Disciplinary measures for non-fulfillment of study obligations, violation of the school's statute, violation of the Higher Education Act or other offenses are set forth in the Disciplinary Regulations of the higher education institution.

Article 21 ***Rector's Honor Roll***

Students who successfully complete their studies at VŠM with a cumulative average of at least 3.75 are included in the Rector's Honor Roll and receive an honorary certificate. The granting of such an award is conditional on the successful completion of all subjects leading to the achievement of an academic degree, and it is not possible to apply for it while the student is enrolled in any subject that remains until the proper completion of the studies.

Art. 22
Final Provisions

1. These study regulations were approved by the Administrative Board of the VŠM on 6/14/2022 after a positive statement by the Academic Senate of the VŠM on 7/6/2022, thereby becoming valid and effective.

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rector ¹⁾

¹⁾The original of the signed VŠM Study Regulations is stored and can be viewed at VŠM rectorate.