

UNIVERSITY OF ECONOMICS IN BRATISLAVA

Internal Directive No. 1/2021

Principles for Preparation of the Recommended Study Plan

Full wording as amended by Amendment No. 1
(Amendment No. 1 came into force on 14 April 2021)

Art. 1 General Provisions

- (1) These principles for preparing recommended study plan form a part of the internal system of university education quality assurance at the University of Economics (EU) in Bratislava and regulate general scope for preparation of the recommended study plan that will be applied in the process of submitting application for international accreditation of the study programme and applications for adaptation of the study programme in the sense of SAAHE standards for study programmes at all faculties of the EU in Bratislava.

Art. 2 Standard Duration of the Study and Study Workload

- (1) The standard duration of the study in academic years for different grades and forms of study:

- full-time study – undergraduate study 3 academic years
- full-time study – graduate study 2 academic years
- full-time study – postgraduate study 3 academic years

- part-time study – undergraduate study 4 academic years
- part-time study – graduate study 3 academic years
- part-time study – postgraduate study 4 academic years

- (2) The study workload in hours for different grades and forms of study:

- full-time study – undergraduate and graduate study 1,500-1,800 hours
- full-time study – postgraduate study depending on study plans

- part-time study – undergraduate and graduate study 750-1,440 hours
- part-time study – postgraduate study depending on study plans

- (3) The study workload in credits for different grades and forms of study:

- full-time study – undergraduate and graduate study 30 per semester
- full-time study – undergraduate and graduate study 60 per academic year
- full-time study – postgraduate study depending on study plans
- full-time study – undergraduate study min. 180 per study
- full-time study – graduate study min. 120 per study

- full-time study – postgraduate study min. 180 per study
- part-time study – undergraduate and graduate study max. 48 per semester
- part-time study – postgraduate study depending on study plans
- part-time study – undergraduate and graduate study max. 48 per academic year
- part-time study – postgraduate study depending on study plans
- full-time study – undergraduate study min. 180 per study
- full-time study – graduate study min. 120 per study
- full-time study – postgraduate study min. 180 per study

(4) Student workload:

- 1 credit – 26 hours of student workload,
- Total student workload – number of credits multiplied by 26 hours of workload/1 credit
- Total student workload – number of hours for obligatory, obligatory optional and optional subjects, internships, self-study, preparation for examination.

Art. 3

Principles for Preparing Recommended Study Plan

- (1) Subjects (with the exception of physical education activities, seminar for the final paper and internship) are completed with examination without credits.
- (2) Every semester of the recommended study plan includes no more than 6 subjects.
- (3) The last semester of each grade of study in the recommended study plan includes no more than 3 subjects.
- (4) The recommended study plan for the undergraduate study includes no more than 30 subjects.
- (5) The recommended study plan for the graduate study includes no more than 20 subjects.
- (6) Physical education activities, seminar for the final paper, internship (if included to the study plan), can be included to the total maximum number of subjects in the recommended study plan. The final paper and its defence and the state examination are not included to the total maximum number of subjects in the recommended study plan.
- (7) The recommended study plan for the postgraduate study includes subjects in a manner that will make it possible for students to take the dissertation examination no later than 18 months of the date of registration for the study.
- (8) The seminar for the final paper is included to the recommended study plan in two semesters of the last year of study and, in each semester, the seminar for the final paper is completed with assigning 2 credits for one seminar for the final paper (c+c; 2+2).
- (9) The recommended study plan for the undergraduate study includes physical education activities as the obligatory subject twice, in one year. In each semester, the physical education activities is completed with assigning 1 credit for each semester (c+c; 1+1); full-time students who, due to health or other reasons do not take part in physical education activities, will be provided with the teaching of physical education activities in the so called theoretical form. The recommended study plan for part-time study will include, instead of physical education activities, an optional subject with credit allocation of minimum 2

credits. The physical education activities is the obligatory part of each recommended study plan for the undergraduate study with the conditions specified above.

- (10) The final paper and its defence is one subject and it is a part of each study programme.
- (11) Both, the undergraduate and graduate study, are completed (with each of the obligations included in the total study workload expressed in credits) with the defence of the final paper and 1 state examination.
- (12) The final paper and its defence is allocated, at both, the undergraduate and graduate study, 10 credits.
- (13) The state examination referred to (10) at both, the undergraduate and graduate study, is allocated 10 credits.
- (14) The recommended study plan includes foreign language 1 in the minimum scope 0/2 examination + 0/2 examination with allocation of 3+3 credits.
- (15) The recommended study plan includes foreign language 2 in the minimum scope 0/2 examination + 0/2 examination with allocation of 3+3 credits.
- (16) The recommended study plan for both, undergraduate and graduate study, includes optional subjects in the minimum scope of 10% of the total number of subjects for the respective study programme.
- (17) Subjects with identical names and different credit allocation included to recommended study plans for different study programmes have their separate information sheets for each credit allocation. Information sheets of such subjects must differ, besides credit allocation, also by knowledge, skills, competences, conditions for completing the subject, study workload, scope of the subject content. If such subjects are guaranteed by one and the same person, they are credited to the person only once, regardless of their number.
- (18) There is no information sheet prepared for subjects state examination and the final paper and its defence.
- (19) There is one information sheet prepared for subjects internship, seminar for the final paper 1 and seminar for the final paper 2 for each subject and the subject guarantor is referred as "Final paper supervisor" without stating the name.
- (20) The study part in the recommended study plan for the study programme of the postgraduate study is allocated 60 credits; the research part is allocated 60 credits; the project of the dissertation paper and the dissertation examination as one subject is allocated 20 credits; the dissertation paper and its defence as one subject is allocated 40 credits.

This internal directive will come into force on 8 February 2021

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