



METHODOLOGICAL GUIDELINE No. 2 / 2021

on the procedure for changing the study program and/or form of study at the Faculty of Civil Engineering of the University of Žilina in Žilina

Article 1 Introductory provisions

1. The goal of this methodological guideline is in accordance with Act no. 131/2002 Coll. on universities in the current version and Directive no. 209 (Study Regulations for the 1st and 2nd degree of university studies at the University of Žilina in Žilina (hereinafter referred to as 'Guideline No. 209')) define a uniform procedure for changing the study program and/or form of bachelor's or master's degree studies in full-time and part-time form on FCE UNIZA.

Article 2 Procedure for changing the study program and/or form of study at the Faculty of Civil Engineering of the University of Žilina in Žilina

1. In accordance with Art. 15 Directive no. 209 change of study program means enrollment:
 - student of FCE UNIZA or
 - a student of the faculty of another universityto a study program of the same degree provided by FCE UNIZA in the same field of study.
2. A student accepted to study at another university may enroll in the FCE UNIZA study program in accordance with § 59 par. 4 to par. 6 of Act 131/2002 Coll. on universities in the current version (hereinafter referred to as "the law") and according to the conditions specified in Art. 5, par. 10 Directive no. 209.
3. Changing the study program within the same field of study and/or changing the form of study (from full-time to part-time or from part-time to full-time) at FCE UNIZA can be allowed for a student of one's own or another faculty based on his written request addressed to the dean of FCE UNIZA. The dean of FCE UNIZA decides on the application based on the written opinion of the guarantor of the new study program, who assesses the student's course of study so far and the capacity possibilities of the study program. If the original study program and the new study program are studied at two different faculties, the change requires the consent of both relevant deans.
4. The condition for permission to change the study program and/or change the form of study is the successful completion of at least the first year of study according to the rules of the faculty where the student studied the original study program.
5. The study program and/or form of study can only be changed from the beginning of the academic year.
6. The dean of FCE UNIZA may, for capacity and other reasons, reject a request to change the study program and/or to change the form of study.

7. The student submits a request to change the study program and/or to change the form of study in writing after meeting all the conditions set by his university for advancement to the next year of study, but no later than June 30 of the given year.
8. Parts of the application are:
 - proof of acceptance to study at a university, which lists the names of the field of study and the study program,
 - a statement of the results of the study so far, confirmed by the university,
 - information sheets or syllabi of completed courses,
 - confirmation that the student meets the conditions for advancement to a higher year of study,
 - confirmation that he is an active student of the relevant university at the time of application,
 - written consent of the dean of the faculty where the student studied the original study program, if the original study program and the new study program are studied at two different faculties.
9. The dean of FCE UNIZA will issue a decision on the student's submitted application within 30 days from the delivery of all required documents after comparing them with the relevant study program. By delivering the decision of the dean of FCE UNIZA on permission to enroll in studies after changing the study program according to § 70 par. 1 letter l) of the Act, a student of FCE UNIZA has the right to enroll in the study of the changed study program. The date, place and method of registration is part of the decision on permission to change the study program.
10. When enrolling, the student is obliged to present the decision of the dean of FCE UNIZA on permission to enroll for studies and submit proof of payment of the set annual tuition fees, if he is admitted to a paid study program, or if he is required to pay tuition fees by law (§ 92, para. 4 to para. 7).
11. On the day of enrolment, the student becomes a student of the changed study program and his previous studies are considered abandoned on the day preceding the day of enrolment.
12. Within 3 working days from the day of enrollment, the Education Department of FCE UNIZA will notify the faculty at which the student left his studies, which student and in which study program FCE UNIZA allowed enrollment, as well as the date of enrollment.
13. For students after a change of study program, it applies that the credits obtained by studying in the previous study program are recognized for the student in the new study program, if they were obtained during the previous maximum of 3 years. The guarantor of the study program decides on the recognition of credits after a positive assessment of their relevance for this study program.
14. The student submits the application for recognition of subjects, credits and grades from previous studies at the beginning of the academic year. With the application, the student is obliged to submit an information sheet or syllabus of the subject for which he received credits and a grade. The guarantor of the study program decides on the recognition of subjects, credits and grades.
15. The guarantor of the relevant study program for which the student applied for enrollment as part of the requested change will determine the student's differential examinations and the dates for their execution, if the student has not taken all the examinations specified in the study plan of this study program.
16. A change of study program in a different than the same field of study can only be made through a new admission procedure. In the new study program, based on the student's written request, fulfilled obligations from the previous study will be recognized in terms of ECTS according to Article 7 of Directive no. 209. It is also possible to change the study program and/or the form of study only within the new admission procedure if the student does not meet

the prescribed conditions for the change or does not submit all the prescribed documents that are part of the application. The conditions for implementing such a change of study program and/or change of study form are the same as for newly admitted applicants.

17. In the new study program, to which the student was accepted as part of the regular admission procedure, the student's credits obtained by studying in the previous study program can be recognized in the new study program, if they were obtained during the previous maximum of 3 years. The guarantor of the study program decides on the recognition of credits after a positive assessment of their relevance for this study program.
18. The student submits the application for recognition of subjects, credits and grades from previous studies at the beginning of the academic year. With the application, the student is obliged to submit the syllabus of the subject for which he received credits and a grade. The guarantor of the study program decides on the recognition of subjects, credits and grades.
19. A student of the FCE UNIZA study program may, during his studies, apply in writing to enroll in a study program within the same field of study at another university (Section 59(4) to (6) of the Act). In this case, the student proceeds according to the study and examination regulations of the university, or the faculty where he wants to enroll in the study program.

Article 3 Final provisions

1. The methodological guideline of FCE UNIZA becomes valid on the day of signature by the dean of FCE UNIZA and becomes effective on the day of its publication.
2. The methodological guideline of the dean of FCE UNIZA no. 2/2016 of February 25, 2016 is cancelled.

In Žilina, 06.12.2021

prof. Ing. Marián Drusa, PhD., v. r.
dean of FCE UNIZA