



## METHODOLOGICAL GUIDELINE No. 3 / 2021

### on the procedure for leaving studies 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 'Directive No. 209')) define a uniform procedure for leaving bachelor's or engineering studies in full-time and part-time form at FCE UNIZA.

#### Article 2 Procedure for leaving studies at the Faculty of Civil Engineering of the University of Žilina in Žilina

1. In accordance with Art. 14, par. 9 Directive no. 209 the student is obliged to notify the dean of FCE UNIZA in the form of a written notification. The date of completion of studies is the date of delivery of the written notification.
2. Abandonment of studies is also considered if, in case of cancellation of the study program according to the relevant law, the student does not accept the offer of FCE UNIZA to continue studying another study program in the same field of study. The day of the end of studies is the day on which the faculty announced the cancellation of the study program.
3. At the request of a student who has left his studies, the Education Office of FCE UNIZA will issue a certificate of successfully completed study obligations.
4. A student who has left his studies can be re-admitted to study at FCE UNIZA only on the basis of a new admission procedure, carried out in accordance with the valid principles and rules of the admission procedure for studying at FCE UNIZA.

#### 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. 3/2016 of February 25, 2016 is cancelled.

In Žilina, 06.12.2021

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