



METHODOLOGICAL GUIDELINE No. 1 / 2021

on the procedure for interrupting 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 'Guideline No. 209')) define a uniform procedure for interrupting bachelor's or master's degree studies in full-time and part-time form at FCE UNIZA.

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

1. In accordance with Art. 14 Directive no. 209 the dean of FCE UNIZA may authorize the interruption of the studies of the study program based on the written request of the student.
2. Interruption of studies is usually permitted for a complete part of the study (semester, year). Studies can be interrupted:
 - for reasons of forced interruption at any time,
 - in other cases, based on the student's written request only before the start of the teaching period or examination period in the relevant semester.
3. Forced interruption of studies is:
 - interruption for reasons of maternity,
 - interruption based on the recommendation of the medical board,
 - interruption due to other extremely serious and documented reasons assessed by the dean of FCE UNIZA.
4. The student addresses the request for interruption of studies to the dean of FCE UNIZA. The total period of study interruption is a maximum of two years during the study program of each degree. Student-mothers can request an interruption of their studies for a maximum of three years. A pregnant student - the mother has the right to interrupt her studies for health reasons for 28 or 37 weeks, usually 6 weeks before the medically determined date of delivery (§ 166 - § 170 of the Labour Code); the dean of FCE UNIZA is obliged to comply with such a request for interruption of studies.
5. A student can request to interrupt his studies without giving a reason for a maximum of one year. It is not possible to allow such a student to interrupt his studies if he has not met the conditions for advancement to the next part of his studies by the date determined by the schedule of the academic year. Without giving a reason, it is not possible to interrupt studies during the teaching part of the semester and the period for completing study obligations in the semester.
6. A request to interrupt studies can be submitted no later than 14 days before the beginning of the academic year or semester to which the request applies. This deadline does not apply to

reasons for interruption in exceptional cases (forced interruption of studies).

7. In justified cases (forced interruption of studies), but not for study reasons, the dean of the University of Applied Sciences UNIZA may interrupt a student's studies even during the semester. In that case, the dean of the University of Applied Sciences UNIZA will determine the beginning and end of the interruption of studies, so that the total continuous period of interruption of studies is a maximum of two years in one degree of higher education.
8. Studies in the first year of bachelor's studies can be interrupted only in exceptional cases (forced interruption of studies). The minimum interruption period is until the beginning of the semester in the following academic year in which the studies are interrupted.
9. The validity of registration of subjects during interruption of studies is suspended. The dean can grant an exception in the sense of cancelling the enrolled subject and possibly replacing it with a new subject after the end of the study interruption.
10. If a student interrupts his studies during the winter semester, the registration of summer semester subjects will be cancelled. In exceptional cases (forced interruption of studies), the dean of FCE UNIZA may authorize the cancellation of the registration of subjects also enrolled in the semester in which the study was interrupted.
11. In case of interruption during the examination period (forced interruption of studies), the dean of FCE UNIZA will determine the method of completion of the courses based on the student's request and the justification of the request.
12. If a student has an interrupted study during the teaching part of the semester (forced interruption of studies), the registration of subjects after starting after the interruption is not considered repeated registration, after the interruption, the student is credited with all obligations fulfilled so far and, in the case of unfulfilled obligations, the dates of unsuccessfully completed exams. Study obligations for which the student obtained an FX assessment by the deadline for submitting the application for interruption of studies are considered to be re-enrolled when starting after the interruption of studies.
13. If there have been changes in the study plans and scope of subjects during the study interruption, the current study plan and scope of subjects must be respected when enrolling after the interruption.
14. To a student who, after interruption of studies, cannot continue studying the study program for which he was accepted, because this program is no longer taking place, FCE UNIZA will offer the opportunity to continue studying the study program of the relevant degree of university study in the same field of study.
15. Interruption of studies is recorded in the student's study documents, which during the interruption of studies are stored at the Education Department of FCE UNIZA. During the interruption of studies, the student does not have the rights and obligations of a university student.
16. The period of study interruption is not included in the standard length of study.
17. A student whose studies were interrupted acquires the rights and obligations of a student from the day of re-enrollment. After the interruption, the student begins his studies in the term until which the studies were interrupted. A student can request the end of the interruption of studies even before the expiration of the specified period of interruption.
18. If the student does not appear for re-enrollment after interruption, the Education Department of FCE UNIZA will invite him in writing to appear for registration within 10 working days from the delivery of the invitation. If, within 10 working days from the date of delivery of the invitation, the student does not appear for enrollment and does not request a justified extension of the deadline, the day on which he was supposed to enroll again after the interruption is considered the day on which the student left his studies.

19. A student who re-enrolls in the study program in the relevant degree after interruption (§ 69, paragraph 1 of Act No. 131/2002 Coll. on Universities as amended, hereinafter referred to as "the Act") and exceeds the standard period of study, is obliged to pay FCE UNIZA annual tuition fees (§ 92, paragraph 6 of the Act).

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. 1/2016 of February 25, 2016 is cancelled.

In Žilina, 06.12.2021

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