



## **STUDY REGULATION**

APPROVED: at the Council meeting of the College of Law of 8 September 2001, Minutes No. 1, amendments to the Council meeting of the College of Law of 18 December 2003, Minutes No. 9, the Council meeting of the College of Law of 9 September 2004, Minutes No. 5, the Council meeting of the College of Law of 28 July 2005, Minutes No. 6, the Council meeting of the College of Law of 22 September 2005, Minutes No. 7, the Council meeting of the College of Law of 8 December 2005, Minutes No. 8, the Council meeting of the College of Law of 8 March 2007, Minutes No. 9, the Council meeting of the College of Law of 8 May 2008, Minutes No. 3, the Council meeting of the College of Law of 17 December 2009, Minutes No. 2-01/003, amendments to the Council meeting of the College of Law of 2 March 2017, Minutes No. 3-01/46

**Issued in accordance with**  
Clause 47 of the Regulation of the College of Law

### **1. General Terms and Conditions**

1.1. The aim of the studies at the College of Law is to provide an opportunity to acquire a broad first-level professional higher education suitable for practical use.

1.2. The Study Regulation defines student matriculation, study organisation, knowledge assessment, final examination and exmatriculation.

1.3. The Study Regulation is approved and amended by the Council of the College of Law (hereinafter – the CL).

### **2. Student Matriculation**

2.1. Matriculation of students takes place in accordance with the CL Enrolment Regulation. The CL Enrolment Regulation is approved by the CL Council. Matriculation is the registration of a person in the CL student list (matriculation certificate).

2.2. Admission is organised by the Admission Committee.

2.3. Director issues the student matriculation order based on the admission results.

2.4. The student is issued a student identification card.

2.5. From the moment of matriculation, the student shall have all the rights of a CL student under this Regulation, the Education Law, the Law On Institutions of Higher Education and other normative acts.

2.6. Students who have successfully completed the first year of studies can move up to the second year of studies. The commencement of studies at a later stage of studies and the study course transfer procedure are determined by the Credit Recognition and Transfer Regulation.

### **3. Content and Organisation of Studies**

3.1. Studies are governed by the CL Study Regulation, study programmes, curricula, syllabi, study schedule, CL Tuition Fee Payment Regulation, other rules and regulations, as well as the Education Law, the Law On Institutions of Higher Education and other normative acts.

3.2. The study content is determined by the first level professional higher education study programme. The study programme is designed to meet the education and occupational standard. The programme director is responsible for the content of the study programme and its implementation.

3.3. The study programme defines the study courses to be acquired, their volume in credit points, tests, as well as the internship, the number of reports and final examinations. The content of study courses is determined by study programmes. Duration of studies is 2 years – 2.5 years.

3.4. Students acquire the study programme through lectures, seminars and practical classes, research activities, independent studies and internship.

3.5. The amount of study work is determined in credit points. A credit point is a measure of study load that corresponds to a student's workload of 40 academic hours (per study week), consisting of contact hours and student independent work. A contact hour is the direct communication between the academic staff and the student, which is implemented to achieve the aims and tasks of the study programme and the duration of which is one academic hour.

3.6. Study form – full-time and part-time studies. Depending on the contact hours scheduled, there is a different form of studies: day, evening, extramural, including e-learning.

3.7. The main types of studies are lectures, seminars, practical classes, tests, independent study work and reports. In each study form, academic groups are formed from the students. Lectures can take place separately for each group of students and for several groups.

3.8. Class time and venue are determined by the class schedule. One class (lecture, seminar, practical class) lasts 80 minutes or 2 academic hours.

3.9. The examination and test procedure is determined by the Student Academic Performance Assessment Regulation and the Examination Procedure Regulation at the College of Law.

3.10. The transfer of study courses acquired at another higher education institution shall be decided by the Credit Recognition and Transfer Commission. The procedure for transferring study courses is regulated by the Credit Recognition and Transfer Regulation.

3.11. Students who have completed at least 70 % of the study course credit points (CP) included in the study programme with a grade of at least 4 in the course of the academic year and have paid the tuition fee stipulated in the agreement move up to the next year. The failed study courses shall be individually acquired by the student during the next semester. Students who do not move up to the next study year may repeat their studies of the previous study year (on a tuition fee basis).

3.12. If during the studies the student is willing to change the chosen specialisation and/or an elective course, s/he shall submit a written, motivated application in the methodological room. Change of specialisation, optional courses is available for a fee (Tuition Fee Payment Regulation).

3.13. Students are provided with tutorials within study courses, as well as for the elaboration of a report and qualification paper at the times indicated by the CL. If the student is willing to receive advice outside of the specified time, s/he shall agree with the lecturer.

3.14. If the student is willing to attend classes that are not envisaged in his/her study plan (together with students of another group or year), s/he shall coordinate it with the Study Department in time and, in case of a positive decision, s/he shall pay the prescribed amount according to the Tuition Fee Payment Regulation. A certificate of attendance is awarded for the study courses acquired in addition to the credit points provided in the study programme.

3.15. The student has the right to terminate studies (to receive academic leave) for up to two years in a row due to long-term illness, pregnancy and childbirth, severe illness of a child, long-term business trips. When the student resumes studies, the study courses acquired before the leave are transferred if the assessment is not lower than 4. During this time, the student is allowed to pass (for a fee) examinations of the failed (before granting the academic leave) study courses. Student's request to resume studies is approved by the director's order. The granting of academic leave is governed by the Academic Leave Regulation.

3.16. If the student is willing to change the type of study or study programme, s/he must submit a written application in the methodological room. The transfer of the student to another type of study is decided by the Deputy Director of Academic Affairs. Director shall decide on the transfer of the student to another study programme after coordination with the Deputy Director of Academic Affairs.

3.17. The student submits the application for termination of studies (including academic leave) or resuming studies in the methodological cabinet to a methodologist; it is considered by the Deputy Director of Academic Affairs and afterwards s/he gives an opinion. Termination or renewal of studies takes place by the director's order.

3.18. If the student is exmatriculated from studies at the CL and later resumes studies, the previously acquired study courses are transferred according to the current study programme and credit points. Resuming studies, the requirements of the Credit Recognition and Transfer Regulation are observed and a learning agreement is concluded in accordance with the valid regulations.

#### **4. Responsibilities of CL Students**

4.1. The responsibilities of the CL students are the following:

4.1.1. to systematically and deeply acquire theoretical knowledge and practical skills in the chosen specialty;

4.1.2. to attend compulsory classes and complete all types of assignments within the specified deadlines in accordance with study plans and programmes;

4.1.3. to comply with the rules of the CL Internal Regulations for students, rules and regulations issued by the CL, as well as applicable laws and regulations.

4.2. Students should take care of the CL property: inventory, training aids, books, devices, hardware, etc. Students shall maintain cleanliness and orderliness in all study rooms and in the building where the

study process takes place.

4.3. Failure to comply with the study discipline and rules of internal regulations may result in a remark, reprimand, and student exmatriculation from the CL. The internal order requirements are governed by the Internal Regulations for students.

4.4. The CL students have their own Self-government. It operates in accordance with the Regulation of the Student Self-government.

4.5. Compulsory attendance is mandatory for full-time students.

4.6. Students' intellectual property can be used only with the consent of the students in accordance with the applicable copyright regulations.

## **5. Student Academic Performance Assessment**

5.1. During each study course, the student has to complete regular prerequisites (tests, independent assignments, practical work, reports, etc.) determined by the study programme. At the end of the study course, the student takes the final examination of the study course (examination or credit test).

5.2. Students' knowledge is assessed on the basis of the Student Academic Performance Assessment Regulation.

5.3. The examination procedure is determined by the Examination Procedure Regulation at the College of Law.

## **6. CL Library**

6.1. Library operation is governed by the Library Regulation and the Library Terms of Use.

6.2. The CL library provides literature, databases and information necessary for the CL study process and research.

## **7. Final Examination and Diploma Award**

7.1. At the end of the study programme acquisition, the state final examination – qualification examination shall be passed. The final examination – qualification examination consists of two parts: 1) the written part of the qualification examination; 2) defence of the qualification paper (diploma paper).

7.2. The state final examination (qualification examination) is governed by the Qualification Examination Regulation. The rules for the development and defence of a qualification paper are determined by the Methodological Guidelines for the Development and Defence of Qualification Papers and Reports.

7.3. A first level professional higher education diploma is awarded to a student who has completed the programme and passed the qualification examination obtaining assessment (at each part of the qualification examination) that is at least 4 (almost satisfactory).

7.4. The CL graduates may continue their studies at universities with which the CL has concluded cooperation agreements as well as at any other higher education institution in accordance with its Constitution.

## **8. Tuition Fee Payment**

8.1. Students pay for their studies at the College of Law. The payment procedure is regulated by the Tuition Fee Payment Regulation and the learning agreement.

8.2. It is possible for students to receive scholarships or tuition fee reliefs, the procedure for granting them is governed by the Regulation on Granting and Disbursement of Scholarships and the Regulations on the Tuition Fee Reliefs.

8.3. Students have the right to receive a study loan and/or student loan in accordance with the procedures specified in regulatory enactments.

8.4. The tuition fee is paid each month for the following month no later than the 15th day of the current month.

## **9. Exmatriculation**

9.1. The student may be excluded from the student list if:

9.1.1. the student is willing it;

9.1.2. it has become apparent that his/her admission has been affected by deception, bribery or other acts that violate the principle of equality of applicants;

9.1.3. within the time limits set by the College of Law, the student has not passed the necessary examinations or has not completed other study assignments;

9.1.4. the student has violated the rules of CL Internal Regulations for students;

9.1.5. the student does not fulfill the requirements of the regulations and rules developed by the College of Law;

9.1.6. the student does not fulfill the requirements of the learning agreement;

9.1.7. the student has completed the study programme.

9.2. Student's exclusion from the list of students is performed by the Director of the College of Law.