



Guarantee: Dean's Office

In Košice April 22, 2009
No. 751/2009

**Study Rules of Procedure
Pavol Jozef Šafárik University in Košice
Faculty of Medicine**

The UPJŠ Academic Senate approved these Study Rules of Procedure, which in the meaning of § 9 paragraph 1. Point. b) in connection with § 33 paragraph 3 point a) Law Act No. 131/2002 Coll. on Higher Education and supplementing certain laws as amended (hereinafter the "ZVŠ") by approving the internal regulation of the Faculty of Medicine, Pavol Jozef Šafárik University in Košice (hereinafter the "UPJŠ Faculty of Medicine").

**Part I
General provisions**

**Article 1
Introductory Provisions**

1. Study at the UPJŠ Faculty of Medicine has a character of university study and within the rules as set out in these Study Rules of Procedure the students will have the right to receive individual parts of the degree programme at the Faculty of Medicine as well as at another faculty of the University. Individual degree programmes are carried out and administratively managed within the pre-determined extent at the Faculty of Medicine in accordance with the Accreditation Commission Decree and that of the Rector of the University.
2. These Study Rules of Procedure are the internal regulation of the UPJŠ Faculty of Medicine and govern the rules of study in Bachelor, Magister, Doctoral and PhD. degree programmes at the UPJŠ Faculty of Medicine.
3. These Study Rules of Procedure at the UPJŠ Faculty of Medicine are mandatory for the all students, university teachers (hereinafter referred to as "teachers") and other employees, who manage and control the study at the Faculty.

**Article 2
Degrees and Forms of Study at the UPJŠ Faculty of Medicine,
Standard Length of Study**

1. The UPJŠ Faculty of Medicine provides education at all three levels of accredited learning:
 - at the first level: Bachelor degree programmes
 - at the second level: Magister degree programmes
 - in the first joined study involving two levels: Doctoral degree programmes
 - at the third level: PhD. degree programmes.

2. The University and its Faculties conduct university education in the fields of study or in combination of two training courses by studying in accredited degree programmes; the University shall publish the list as provided in the respective Law Act.
3. The draft degree programmes, which are implemented at the UPJŠ Faculty of Medicine, are submitted by the Dean of the Faculty after discussion in the Academic Senate of the Faculty for approval to the Academic Board of the Faculty.
4. If the degree programme is carried out in combination of two fields of study, the meaning of Section 51 paragraph 5 ZVŠ specifies this as interdisciplinary study conducted at one or more faculties of the University.
5. Organization at all the levels and in all the forms of higher learning at the Faculty of Medicine is based on the credit system of study.
6. The Faculty offers the teaching of individual study subjects according to the requirements of other faculties of the University, colleges or institutions.
7. The degree programmes the UPJŠ Faculty of Medicine are of their standard length by approved accreditation, which is determined as follows:
 - a) degree programme at the first level (Bachelor's degree programme) - three years,
 - b) degree programme at the second level (Master's degree programme as follow-up to the Bachelor's degree programme) - two years,
 - c) Doctorate degree programme - six years,
 - d) post-graduate degree programmes in the form of full-time study lasting for three to four years in the external form of a maximum of five years.
8. Graduates from the university educational degree programme of General Medicine are awarded the academic degree of "Doctor of General Medicine", abbreviated as "MUDr.". Graduates from the university educational degree programme of Dentistry are awarded the academic degree of "Doctor of Dental Medicine, abbreviated as "MDDr.". Graduates from the Bachelor's study programme in accredited degree programmes shall be awarded the academic degree of "Bachelor", abbreviated as "Bc.". Graduates from the Magister study in accredited degree programmes shall be awarded the academic degree of "Magister", abbreviated as "Mgr.".

Article 3 Students

1. An applicant admitted to the study, who enrolls for one of the degree programmes of university studies conducted at this Faculty, becomes a student at Pavol Jozef Šafárik University, Faculty of Medicine, as of the date of their registration.
2. The student shall predominantly enjoy the following rights:
 - a) to study the degree programme, to which they have been admitted in accordance with the bylaws and rules established by the Faculty Study Rules of Procedure, to enter the study subjects of other faculties of UPJŠ and other universities in accordance with the study rules of procedure of such faculties or universities,

- b) under specified conditions, to undergo part of their university studies at another college or university, or abroad,
- c) to make use of the equipment of UPJŠ and the Faculty in accordance with specified rules,
- d) to be represented in local governing bodies of UPJŠ and the UPJŠ Faculty of Medicine,
- e) to participate in the creation and activities of independent associations active in the academia (associations, unions, professional associations), in accordance with the law,
- f) freedom to apply the ideas and observations on the study at the Faculty and the system of university education,
- g) to submit comments and suggestions on teaching,
- h) to participate in reasonable limits on the research activities of departments at UPJŠ Faculty of Medicine; the student shall have the right to be included in the research team or student research activities,
- i) to express their opinion in form of an anonymous questionnaire on the quality of teaching and teachers at least once a year,
- j) to refer to the academic advisor, who will provide, particularly in the first year of study, the required information on these Study Rules of Procedure and help them in the transition to the university study method,
- k) to decide in which programme of study in the academic year to study free of charge, if they are obligated to pay tuition fees under Section 92 par.5 ZVŠ, provided they are entitled for the study free of charge,
- l) to choose one representative (Class Representative) in each year of study for each degree programme, who will ensure a smooth transfer of information from the Faculty and the University to students of the study programme and back.

3. The student is required to:

- a) comply with internal regulations of the University and its components,
- b) protect and effectively utilize the assets, resources and services of the University and the Faculty,
- c) to reimburse tuition and fees associated with education according to law within the meaning of the UPJŠ Regulation of Fees and truthfully state the reasons crucial to address these,
- d) notify the Faculty, at which they are duly registered, the address designated for the service of documents,
- e) to attend in person upon a written summons of the Dean or by him/her authorized employee of the Faculty to discuss the issues relating to the course or the completion of study or those related to their rights or obligations,
- f) undergo medical examinations and vaccination in terms of the UPJŠ Faculty of Medicine internal regulations. Participation in these surveys and vaccination is compulsory and is recorded in the study course book,
- g) attend the briefing on the protection and safety at work and fire protection at the beginning of the semester. This instruction is repeated, even if the subject is taught for two or more semesters.

4. The student ceases to be a student of the UPJŠ Faculty of Medicine:

- a) if they properly complete the respective degree study under the study programme, the date of expiry being the date, on which the student meets the last of the conditions prescribed for the proper termination of the degree programme of study for which they were enrolled,
- b) if the study is not completed within two years from the expiry of the standard length of study,

- c) if they are excluded from the study for failure to comply with the requirements of the degree programme and the Faculty of Medicine Study Rules of Procedure,
- d) if they are excluded from the study on the basis of disciplinary action taken against them,
- e) if the degree programme which they study is cancelled and the student did not accept the offer to continue in studying under another degree programme,
- f) if they left the study,
- g) if they interrupted the study,
- h) by the death of the student.

Article 4 Teaching Staff

- 1 Academics engaged in the positions of professor, visiting professor, associate professor, senior lecturer, assistant lecturer and lector respectively.
2. PhD. students involved in the full-time form of Doctoral study participate in teaching. Researchers and PhD. students in the external form of their PhD. study may also participate in teaching.
3. If the implementation of the degree programme so requires, research experts from outside the UPJŠ Faculty of Medicine and practice may also participate in teaching.

Article 5 Adviser, Coordinator

1. Study advisers work at the UPJŠ Faculty of Medicine, providing counselling services to students, especially in preparing their study plan. Advisers from among University teachers are appointed and dismissed by the Dean. Their role is to:
 - a) provide students with the necessary information on the Study Rules of Procedure, in particular to assist first year students in the transition to the university study method,
 - b) to notify the Faculty management of any potential problems in teaching and study related issues,
 - c) to request the Dean or head of a clinic or an institute to give their respective opinions on some of students' requests.
2. To ensure student mobility, the Dean shall appoint from among university teachers a faculty coordinator, whose role shall be organizing international cooperation in the educational field in collaboration with the Office of Foreign Relations, addressing the challenges associated with sending and receiving the students and rendering advisory services on the possibilities for study.
3. To implement the tasks described in paragraph 2 of this Article, the Dean of the Faculty may appoint where necessary institutional or clinical coordinators from among the teachers.
4. If teaching is provided by several institutions or clinics, the Dean shall appoint an academic coordinator of the subject, who shall be liable for the temporal coordination of teaching and the training process.

Part II Organization of Study

Article 6 Admission to Study

1. The following persons are eligible to study at the UPJŠ Faculty of Medicine in the selected degree programme:

- a) a citizen of the Slovak Republic,
- b) a citizen of a Member State of the EU within the meaning of Section 2. 2. b) ZVŠ,
- c) a citizen of a third country, if they satisfy the conditions for admission to study under ZVŠ and other conditions determined by the Faculty for the chosen degree programme.

2. Other conditions for admission to the study shall be approved annually by Academic Senate of the Faculty of Medicine by 15th September of the previous academic year within the meaning of Section 57 ZVŠ.

3. The admission procedure serves the purpose of objective and impartial verification of the capabilities required for studying at the UPJŠ Faculty of Medicine in the chosen programme of study.

4. Invitation to the admittance examination shall be sent not later than 20 days before the procedure.

5. The Dean shall decide on the acceptance for studies of the degree programme.

6. The applicant, who has received the decision of not being accepted for study, shall have the right to ask for inspection of the documentation of their admittance procedure.

7. The applicant, who has received the decision of not being accepted for study, shall have the right to request a review of such a decision. Request for review of the decision shall be filed to the Dean within 8 days from the date of receipt of the same.

8. Conditions for admission of foreigners to study at the UPJŠ Faculty of Medicine are the same as those for the citizens of the Slovak Republic.

9. The Academic Senate of the Faculty of Medicine shall have the right to inspect the course of admittance examinations.

10. The Dean may acknowledge the completion of study subjects of the previous study to the applicant admitted for study, provided the following conditions are met:

- a) the content of the subject passed is identical with or sufficiently similar to the programme of study for which the student is accepted,
- b) the period of five years has not been exceeded from the date of passing the subject in question.

Article 7

Degree Programme, Curriculum

1. The degree programme is a set of educational activities and a set of rules set up so that successful completion of these training activities in compliance with the rules enables one to attain higher education. The guarantor of the study programme shall be in charge of the preparation and implementation of the study programme.

2. The degree programme includes, in accordance with Section 51 paragraph 4 ZVŠ, the following in particular:

- a) the name of degree programme,
- b) the study branch, in which university education shall be attained by the the completion of the degree programme or a combination of two fields of study, in which the completion of the degree programme shall result in attaining university education,
- c) the level of university study, for which the degree programme is specified,
- d) the form of study,
- e) a graduate profile,
- f) characteristics of the degree programme units or length of field training, including the number of credits that shall be attained by passing the former,
- g) rules and conditions for the creation of study plans,
- h) standard length of study expressed in academic years,
- i) the ability of the candidate and their pre-studies required for the study in the degree programme,
- j) allocation of a study part expressed in academic years or parts thereof and conditions, the compliance with which shall be required from the student to be allowed to proceed to the next section of study; the conditions are reflected by the number of credits earned per unit of the degree programme attended,
- k) the number of credits, which is a prerequisite for achieving the proper completion of the study,
- l) other conditions that must be met by the student in their study of the degree programme for its proper termination, including the state examinations,
- m) the academic degree awarded.

3. The recommended curriculum is part of the degree programme, which is designed in a way enabling the student to achieve compliance with the conditions as given by the degree programme for the successful termination of the study within its standard length of time.

4. The student will set up their study plans on their own or with the assistance of their academic advisor from among the offer of academic subjects in a way enabling them to observe the rules of the degree programme and the provisions of these Study Rules of Procedure.

Article 8

Study Subjects of the Degree Programme

1 The basic teaching unit is a study subject.

2. Educational activities are carried out in one or more forms (lecture, seminar, laboratory and clinical training, field training, etc.), while the share of the various forms of teaching the study subject is determined by the degree programme.

3. The aim of lectures is to explain the contents of the prescribed curriculum and add new knowledge to the same. Lectures to students are usually given by associate professors and professors.

4. The aim of practical tutorials and seminars is to purposefully practice, consolidate and deepen the knowledge, skills and habits the students need to cope with in taking their practical and theoretical study subjects.

5. The aim of consultation is to guide the students in the content and methods of study, the methodology of scientific research and professional activities.

6. The field training serves to consolidate the knowledge and skills and their verification in practice, as well as the acquisition of new knowledge and skills. Details on the organization and course of the field training shall be specified by the Dean. The student who carries out their field training abroad, shall present a certified certificate of foreign heads of department, which includes the length and content of field training. This certificate must be issued in the English language. Based on this certificate, the head of the clinic or, preferably, the teacher authorized by the head physician, shall enter into the student's study course book and in the AIS the record of the field training passed in the given study subject. The form of the registration record shall be: passed.

7. Each study subject is uniquely identified by its code and name and is designed as a single-semester one. Basic information on the nature of the study subjects are listed in the information fact sheet of the study subjects according to the structure as indicated in Annex 1 to Decree No. 614/2002 Coll. of the Ministry of Education of the Slovak Republic on the Credit System of Study. University teachers shall be required to prepare information fact sheets and shall be at the same time required to disclose them in their respective institutes, clinics, and in the AIS. The information fact sheet on the study subject shall include:

- a / the code indicating the study subject according to its inclusion in the AIS,
- b / the recommended year of study and semester in which the subject is taught,
- c / the degree programme's guarantor name,
- d / the name of the degree programme unit,
- e / the number of hours of lectures, tutorials, and seminars in the semester
- f / the names of teachers who teach the subject,
- g / time schedule and form of the monitoring the study in practical tutorials and seminars,
- h / method of evaluation and completion of the study subject,
- i / underlying study subjects,
- j / abstract of the study subjects taught in the semester,
- k / objective of teaching the study subject,
- l / language, in which teaching takes place,
- m / date of execution or amendment,
- n / signature of the degree programme guarantor.

8. Study subjects included in the degree programme are divided into the following types:

- a) mandatory - their completion in full is a prerequisite for the successful completion of the study or the entire degree programme,
- b) compulsory optional – complete the nature of the study and allow students to study together with the selection object to customize their degree programme to their individual

needs. Successful completion of the specified number of these study subjects, or obtaining a designated number of credits for these study subjects selected by students in the learning programme structures, is a condition precedent for the successful completion of the study or the entire degree programme,

c) selectional – these are the remaining study subjects that the student has the opportunity to enroll for to complete their study and to obtain a sufficient number of credits in the relevant section of the study.

9. Institutes and clinics shall have the right to determine at their discretion, which objects to the registration of are mutually exclusive (set out mutually exclusive study subjects).

10. Mandatory and compulsory optional study subjects are usually taught at the Faculty, which carries out the respective degree programme. Courses taught at another faculty may be included within compulsory and compulsory optional study subjects following the agreement made between the deans of the faculties concerned.

11. Selectional study subjects are registered by the students from the offer of study subjects relevant for their degree programme, but also from among offers of other degree programmes of the Faculty and other faculties of the University within the framework of the rules in force (Article 8 paragraph 8 c), Article 11 paragraph 4 of these Study Rules of Procedure).

12. Study subjects in the degree programme are divided according to the following follow-up scheme:

a) study subjects without follow-up; registration of such a study subject is not contingent upon participation in another study subject,

b) study subjects with follow-up contingent upon participation in another study subject - such completion of the study subject is only possible after the completion of another study subject subjects – prerequisite subjects.

13. Elaboration of the degree thesis, i.e. Bachelor, Magister or PhD. thesis, is regarded a study subject and credits shall be assigned for these by the supervisor.

14. Defence of the degree thesis and the final state examination are not study subjects to the terms of these Study Rules of Procedure and no credits shall be awarded for their completion.

15. Participation in the laboratory tutorials and clinical practice, seminars, work placements and professional field training is mandatory.

16. Non-attendance at laboratory tutorials and seminars must be against a valid excuse with the teacher, who shall determine the corresponding compensation in both form and extent. The student during the semester may be justified to replace the practical tutorials in the extent of three weeks at most (except for the block teaching). The head of department or clinic may, in appropriate cases, permit the replacement of practical tutorials also on a larger scale. In the block system of teaching, the head physician shall decide on the way of compensation.

17. Public holidays, Rector's and Dean's leaves granted, are days off without obligation to compensate for missed teaching.

Article 9

Credit System of Study

1 The credit system of study enables to assess the student load related to passing individual units of the degree programme – study subjects (hereinafter referred to as "study subjects"), helps open the University from inside, supports the mobility of students and provides students with the opportunity to participate in shaping their respective study plans.

2. Credits are numerical values assigned to the study subject, which characterize the amount of work required for their successful completion. The standard student load for the whole academic year is 60 credits, 30 credits per semester. A credit expresses one sixtieth of a standard student workload for one academic year. Recommended allocation of credits for the creation of degree programmes is regulated in more detail by the Ministry of Education Decree No. 614/2002 on the Credit System of Study.

3. The total number of credits required for the proper termination of the study is determined as follows:

- a) for the three-year Bachelor degree - 180 credits,
- b) for the two-year Magister degree - 120 credits,
- c) for the Doctoral degree - 360 credits,
- d) for the three-year full-time and the corresponding external Doctoral studies - 180 credits,
- e) for the four-year full-time and the corresponding external doctoral studies - 240 credits.

4. The student shall receive a credit for the successful completion of the study subject. Credits may only be awarded once for the given study subject in the course of study.

5. The total number of credits, which is necessary to obtain for the proper completion of the study, depends on the standard length of study of degree programmes and the average number of these is 60 credits for each year of the standard length of study regardless of the level within which the degree programme is included.

6. Study subjects for at least 40 and not more than 90 credits in a single academic year must be registered by the student in their first- and second-level study programmes respectively.

7. If a student completes part of the study at another faculty or another university in the Slovak Republic or abroad on the basis of a contract for study, the obtained credits shall be accredited (transferred) on the basis of the excerpt of the study course issued for the student by the faculty or college in which they earned these.

Article 10

Schedule of Study

1. The academic year starts on 1st September of the current year and ends on 31st August the following year.

2. The academic year is divided into winter and summer semesters, and the winter and the main holidays.

3. Each semester consists of its teaching part and of the examination period. The examination period is intended for final verification of students' knowledge of the study subject to the same extent as provided in the information fact sheet of the study subject always updated for the respective academic year.

4. The teaching part of the semester includes 14 teaching weeks, the examination period lasts for at least 5 weeks. The Dean may adjust the examination schedule in the block system of study in another way. The respective dates for examinations in the block teaching system are set out in the timetable at the beginning of the academic year.

5. The time schedule of study at the Faculty for the next academic year is determined by the Rector of the University after consultation with the Dean of the Faculty not later than four months before the beginning of teaching.

6. Professional field trainings are carried out at the time of main holidays.

7. If a student enrolls for a study subject at another faculty, they shall pass the same in accordance with the time schedule of the semester at the faculty, in which the study subject is taught.

Article 11

Registration and Passing the Study Subjects

1. Registration – enrollment is made within the deadlines as set out in the timetable of the University and individual faculties for a period of one academic year.

2. Registration is mandatory for the student.

If the student fails to register for the next period of study or fails to appear for re-registration after a period of having suspended their study, the Faculty shall notify the student in writing to appear for registration within ten working days from the date of receiving the notice.

If the student fails to appear for registration upon receipt of the notice within the time period prescribed for registration or fails to apply for the extension of deadline, the date by which the student was supposed to register for the next period of study or by which they were supposed to re-register shall be considered the date, on which the student left the study.

3. The UPJŠ Faculty of Medicine makes a distinction between provisional registration and administrative registration. When making provisional registration, the student declares their interest in the study of compulsory and optional selective study subjects for the next academic year. Administrative registration is the acknowledgment of the student proceeding to the next year of study after fulfilling the conditions for continued study. It also indicates closer specification of the provisional registration, after verification of capacity and availability of selected subjects taught, as well as options by the students.

4. Head of institutes and clinics shall publish in the AIS before provisional registration both maximum and minimum numbers of students for each of the study subjects, in the period between 24th and 30th April for the next academic year. Provisional registration shall be made by the student in the period between 2nd and 7th May through the AIS. If the study subject, which the student is registering for, has a limited capacity (due to space, personnel or other reasons), it is necessary to allow the student make their registration in the following order:

- a) students at their own faculty, for whom the subject is mandatory,
- b) students of other faculties of the University, for whom the subject is mandatory,
- c) students at their own faculty, for whom the study subject is elective mandatory,
- d) students at other faculties of the University, for whom the study subject is elective mandatory by the agreement between the faculties concerned,
- e) students at their own faculty, for whom the study subject is elective,
- f) students of other faculties of the University, for whom the study subject is elective,
- g) students of other universities, for whom the study subject is elective.

5. If after the distribution pursuant to paragraph 4 of this Article, the number of candidates on the study subject exceeds the capacity provided, it shall be the head of department or clinic who shall decide on the student's registering for the respective study subject.

6. Within the categories mentioned in paragraph 4 of this Article, the students with a higher number of years of study passed shall be preferred.

7. Registration of the student determines what part of the duties prescribed by the degree programme they wish to attend. Conditions for the successful completion of the study subject are listed in the AIS information fact sheet for the relevant study subject.

8. The registered mandatory study subject, which was not successfully passed, may be re-registered during the study only once (Article 13 paragraph 20 of this Study Rules of Procedure). After a second unsuccessful attempt on the completion of the compulsory course, the student shall be excluded from the study according to Article 66 paragraph 1. c) ZVŠ.

9. The registered but not passed elective mandatory study subject enrolled may be re-registered one more time or another study subject may be chosen instead from the offer of the mandatory elective study subjects. After a second unsuccessful attempt on the completion of the selected mandatory elective study subject, the student shall be excluded from the study according to Article 66 paragraph 1. c) ZVŠ.

10. The elective study subject registered but not passed may be re-registered one more time, or any other elective study subject may be chosen, or if sufficient number of credits is already attained, not to register any elective study subject at all.

11. If a student chooses another elective mandatory or selection study subject instead of a not passed registered study subject, such a study subject shall be considered repeatedly taken.

12. The student must register for courses each semester the study subjects in such a credit value and composition (mandatory, optional mandatory and elective) as to be able to meet the conditions for the continuation of the study in each stage of the study course inspection.

13. The lower limit of the number of credits may be reduced by the Dean of the Faculty, if the sum total of the credits obtained during the study and the credits for courses registered for the respective academic year exceeds the number of credits required for the successful completion of study.

Article 12
Educational Activities

1. Educational activities are conducted by lectures, laboratory and clinical tutorials, professional field trainings, seminars, annual projects, and guided self access study.
2. In addition to teaching by the study plan in the programme of study, academics (fellowship) shall render individual consultations to students, for which they reserve adequate time of at least two teaching hours a week. Office hours for the respective semester shall be made available to the students not later than in the first week of the semester. Consultations do not replace teaching.
3. The study subject of the respective degree programme may be taught simultaneously in multiple forms. Unless otherwise specified in the programme of study, the teacher shall determine the form of teaching.
4. The coordinator of teaching the study subject shall be obliged to notify the terms and conditions of ongoing verification of knowledge for students alongside with the form of examination. All such information must be disclosed by the end of the second week from the beginning of the semester. The criteria specified should not be changed during the semester.

Article 13
Assessment of Study Results

- 1 Assessment of student learning outcomes within the study subject shall be made by:
 - a) the monitoring of learning outcomes for the teaching part of the period of study (e.g., checking questions, written examinations, performance minima in the patient care, tasks to work independently, semester projects, and so on), or
 - b) an examination covering the respective period of study, or
 - c) a combination of continuous monitoring over the educational part of the semester alongside with the examination for the semester period concerned. In that case, the proportion of individual modes of inspection of study shall be specified in the study subject information fact sheet in such a way that the sum total of their respective proportions shall amount to 100%.
2. Examinations shall verify the quality, scope and depth of the gained theoretical and practical knowledge and skills of the study subject and the student's ability to independently and creatively approach to interpreting the content of teaching the study subject. The examinations are:
 - a) oral
 - b) written
 - c) written and oral
 - d) practical and oral
 - e) practical and written
 - e) practical, oral, and written

3. The specific means of monitoring the student's learning outcomes is given in the information fact sheet of the study subject.
4. The head of the department or clinic or teaching the study subject coordinator shall be liable for the publication of themes for the examination at the beginning of the corresponding semester.
5. The examinations must be completed by 31st August of the respective academic year inclusive.
6. Preparation for the examination at a time when the teaching is carried out shall not mean an excuse to participate in student teaching. At the time of teaching, examination may be taken as of 2 o'clock p.m..
7. Allotment of students to individual examiners shall usually be decided by drawing of lots on the same day. If the examination consists of two or more parts, it may be held on two days.
8. The students draw their questions for oral examination by lot.
9. The course is usually assessed by an assessment mark. The mark reflects the quality of acquiring knowledge or skills in accordance with the study subject objectives contained in the study subject information fact sheet.
10. Credits may be allocated in the selected study subjects without concurrently allocating to them any assessment mark. In such cases, instead of giving an assessment mark, the term "passed" shall be entered in relevant records.
11. The University assessment mark scale shall be used for the assessment of learning outcomes, which consists of six levels of classification:
 - a) A - excellent (outstanding results) (numeric value 1)
 - b) B - very good (above average results) (1.5)
 - c) C - good (average results) (2)
 - d) D - satisfactory (acceptable results) (2.5)
 - e) E - well (the results meet the minimum criteria) (3)
 - f) FX - failed (requires further work) (4).
12. The course is successfully passed, if the student has obtained an assessment from A to E. The student will only receive the credit for the successful completion of the study subject. The mark FX shall not be written in the student course book.
13. If the assessment of learning outcomes in the study subject is taking place under paragraph 1 point. c) of this Article, the information fact sheet must include the subject of explicit information on what outcome of the monitoring study entitles the student to register for the examination. In the event of failure to attain the limit, the examination procedure shall not be allowed and the student shall be marked FX – fail at the end of the teaching part of the semester concerned.
14. Teachers are required to keep records of attendance at school. The student submits their study course book or their respective identity card. The examiner shall be obliged to enter in

the AIS the examination assessment within two days, put down the assessment mark in the student's study course book and authenticate the same. Teachers keep records of the examinations passed in their respective workplaces.

15. The head of department or clinic shall ensure the publication of individual examination dates no later than 21 days before the beginning of the examination period and shall publish these in the AIS. The dates of semester examinations as specified by the teachers must be distributed evenly over the entire examination period in sufficient number of examination dates. The sum total of the numbers of students admitted for examination in the listed terms must exceed the number of students who are to sit for the examination in the given study subject by at least 30%. The head physician shall determine the maximum number of students who can sign up for their respective date of examination.

16. The head of the institute or clinic shall appoint professors and associate professors as examiners of the study subject. Exceptionally, any of the former may delegate other teachers to examine with the consent of the Dean.

18. The head of the clinic or institute shall determine in the block system of education at least one re-sit date within the period up to one month after the end of teaching in the respective block.

19. If the student fails to appear for the examination on the determined date and their absence is not granted, or if the student resigned from the taking the examination, their assessment shall be the mark FX – failed.

20. The student shall be assessed by the assessment FX mark – failed – who fails to register for the examination by 31st August of the respective academic year, regardless of whether the date concerned is proper or one for the re-sit examination.

21. The students shall register for their respective examination in person through the AIS not later than 2 calendar days before the examination date. The student cannot log in while on a trial of this subject for more than one term. The student may opt out of the examination no later than 2 calendar days before the procedure.

22. The student may only pass the examination in one study subject on a single day.

23. The student may, for serious, especially health reasons, justify their non-participation in the examination additionally in writing, not later than five calendar days from the date of the examination. The examiner shall decide on the excuse of the student. The excuse may also be sent by post in due time.

24. The student, who was assessed at the examination by the mark FX, shall be entitled to two re-sit dates of the examination. In repeated registration for the study subject, the student shall be entitled to having one proper and one re-sit date for taking the examination in case of repeated subject student is obliged to take the practical lessons and seminars if he/she did not acquire specified evaluation in previous study.

25. The examiner shall notify the student of their assessment mark before entering the same in the student's study course book.. The student shall retain the right not to accept the assessment, which varies within the scale between B and E inclusive. In this case, the mark

awarded shall be FX - fail. If there still remain for the student any outstanding re-sit dates of examination, they may apply for any of the available dates.

26. Upon an application in writing filed by the student or the examiner, the Dean of the Faculty may determine that the examination be taken on a substitute date before a board consisting of at least three examiners appointed by the Dean from among the teachers of the study subject. The examination before the board may be applied for no later than three working days after the date of the latest examination date.

27. The weighted study average shall be employed for the assessment of the student's overall results for a defined period of study.

28. The weighted study average shall be calculated in such a way that the product of the number of credits and the numerical evaluation (according to Article 9 paragraph 2 of this Article) for all study subjects included in the review period and registered by the student shall be summed together for the period assessed and the result shall be divided by the total number of credits earned by the student during that period. The numeric value of 4 shall be included within the weighted study average for the study subjects that a student registered and not passed. The study subjects that are not rated by a mark shall not be included within the weighted study average.

29. The weighted study average for the entire study shall be calculated by analogy to the calculation as given in paragraph 28 above, taking into the calculation only the study subjects successfully passed.

30. The weighted study average for the entire study shall mainly be used in competition proceedings necessitated by premises capacity in teaching, in deciding to award scholarships, in the allocation of accommodation in the hostel, and so forth.

Article 14 Study Monitoring Stages

If the student wishes to continue in the study, they will have to:

1. obtain at least 40 credits at the end of the first year of study at the first and second levels of study,
2. obtain a minimum of 90 credits for four consecutive semesters.

Article 15 State Examinations

1. Passing the state examination is one of the conditions precedents for the successful completion of the degree programme.
2. The state examination is typically composed of parts (study subjects) of the state examination. Topics of the state examination must be published at the beginning of the academic year.

3. The rules for the state examinations are regulated by the internal regulation of the UPJŠ Faculty of Medicine.
4. The final degree thesis defence is part of the state examination in degree programmes at the first and second levels study.
5. The state examination in Doctoral study is a follow-up to the block teaching of the study subjects of the state examination within the extent as determined by the curriculum. The condition precedent for holding the state examination is compliance with the terms and conditions of the curriculum and obtaining the credits for the respective study subject.
6. The state exam consists of its respective practical and theoretical parts. The content of the state examination shall be suggested by the coordinator of teaching the study subject and approved by the Dean of the Faculty.
7. The dates of holding the state examinations are listed in the schedule of studies for the respective academic year.
8. The state examination is taken before the Board of Examiners (hereinafter "the Board").
9. The right to examine at the state examination shall be vested on the academics working in the positions of professors and associate professors and other experts as approved by the UPJŠ Faculty of Medicine Academic Board; in case of Bachelor degree programmes, academics in the position of lecturers (Section 63 paragraph 3 ZVŠ) with a third-level university education may be appointed as examiners.
10. The Chairperson of the Board of Examiners and its other members eligible to examine are appointed by the Dean. The Board of Examiners has at least four members.
11. The course of state examination and its results are public. The decision-taking procedure of the Board of Examiners on the results of the state examination will be held in closed meetings.
12. The study subjects of the state examinations are assessed by assessment marks A through FX.
13. The overall assessment of the state examination is "passed with honours," "passed", "failed".
14. The grade of " passed with honours" is awarded after taking the state examination to the student who has been graded in individual parts of the examination only by the assessment marks of A - excellent or B - very well, while the number of assessments marked A must be higher than the number of assessment marks B.
15. The state examination is graded "passed", if the student fails to meet the criteria listed in paragraph 17 of this Article and has not been assessed by the mark FX – failed from any single part of the examination.
16. If any of the parts of the examination has been assessed as FX - failed, the overall assessment of the state examination is "failed“.

17. If the student for serious reasons is unable to participate in the state examination at the specified date, they may request to unsubscribe from the date of the state examination. The student shall be obliged to justify in writing their failure to attend the state examination within two working days from the date of the intended time of examination to the competent Chairperson of the Board of Examiners.

18. If the student fails to appear for the state examination without appropriate excuse or earned the mark „failed“, they may take it on the following date according to the time schedule of the academic year. The student shall only repeat the part of the state examination, which was assessed by the degree FX - failed. Any part of the state examination or the whole state examination may be taken twice at most within two years from the expiry of the standard length of study.

Article 16 Final Degree Thesis

1. The Bachelor thesis, degree thesis, and Doctoral thesis are the respective forms of degree theses.

2 The final degree thesis shall be handed in by the student in accordance with the Rector's Directive on Bibliographic Registration, Keeping, Availability and other basic appurtenances of final theses and their components.

3. The student, who has prepared the final degree thesis, shall be eligible to become familiar with the reviews of the same (supervisor's opinion and the opinion of the opponent) not later than three days before its defence.

4. The defence of the final degree thesis is a constituent of the final state examinations.

5. The defence of the final degree thesis is not divided into parts. The result of the defence of the final degree thesis is assessed by the assessment marks A through FX.

6. The final thesis defence is usually attended by the final degree thesis supervisor and its opponent, in addition to participating members of the Board of Examiners.

Article 17 Overall Assessment of Study

1. The overall result of successful completion of the study in the first, second, and Doctoral levels of study are assessed by two degrees:

- a) passed with honours,
- b) passed.

2. If the student studies achieved a better than 1.5 weighted study average score of the first-level degree programme or for the Doctoral degree programmes or, respectively, achieved a better than 1.3 weighted study average score for the entire study of the second-level study (the assessment of individual subjects of the state examination excluded), passed the state

examination (state examination) with the assessment of "passed with honours " in due time, they shall be assessed pursuant to paragraph 1 point a) of this Article.

3. If conditions are not met pursuant to paragraph 2 of this Article, the student shall be assessed pursuant to paragraph 1. b) of this Article.

Article 18 Completion of Study

1. The student completes their study properly by passing the study according to the degree programme. The length of study may not exceed the standard period of study by more than two years.

2. The date of expiry of the study shall be considered the date, on which the last condition prescribed for the proper discharge of the degree programme of study will have been met.

3. The university diploma, annex to the diploma and certificate of the state examination are evidence of proper completion of the study and of obtaining the respective academic degree.

4. The university diploma, annex to the diploma and certificate of the state examination are issued by the University. The university diploma is normally handed in to the graduate at the graduation ceremony.

5. In addition to proper completion of the study, the study is also terminated for reasons as listed in Section 66 paragraph 1 ZVŠ.

6. The study shall be terminated for the student by their exclusion from study for failure to comply with the requirements resulting from the degree programme of the Faculty, even if the student exceeds the standard study period, and if despite a notice from the Dean the student fails to cover the specified tuition fee within the due date. The Rector may then at the request of the student determine a substitute date for payment of fees.

Article 19 Suspension of Study

1. The study of the degree programme may be suspended for the student upon their application in writing (even repeatedly) at any level of study for up to two years altogether, in the case of parental duties for 3 years.

2. Suspension of study is granted by the Dean.

3. The student ceases to be a student, if they interrupt their study as of the date of the suspension. The student who has had their study suspended, becomes a student again as of the date of their re-enrollment for the study.

Article 20
Academic Information System and Administration of Study

1. Administrative tasks associated with entering individual study subjects, publicising examination dates, registration for examinations, registration of the assessment of the study subject, disclosure of information fact sheets of the study subjects, sample syllabi, sample curricula and publishing the time schedule are preferably implemented through the UPJŠ Academic Information System.
2. It is in the interest of the student to intermittently check in the AIS the data pertaining to the course of their study.

Part III
Other provisions

Article 21
Praises and Rewards

1. The Dean of the Faculty may grant a student registered for the degree programme undertaken in the Faculty praises and rewards in terms of the internal Faculty regulations.

Article 22
Final Provisions

1. These Study Rules of Procedure were adopted by the Academic Senate the UPJŠ Faculty of Medicine in Košice on 22nd April 2009 a separate internal regulation of the UPJŠ Faculty of Medicine and by the academic senate UPJŠ on 24th September 2009.
2. The study rules of procedure of UPJŠ MF are valid and efficacious from September 24, 2009.

Prof. MUDr. Igor Šulla, DrSc.
Academic Senate President
UPJŠ Faculty of Medicine in Košice

Prof. MUDr. Leonard Siegfried, PhD.
Dean
UPJŠ Faculty of Medicine in Košice

Doc. JUDr. Imrich Kanárik, CSc.
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Rektor
UPJŠ in Košice

Study Rules of Procedure
Pavol Jozef Šafárik University in Kosice

Annex No. 1

I. Rules for the allocation of credits to study subjects

Procedure for allocation of credits:

A. The number of credits depends on the number of contact hours of teaching (the number of hours prescribed for the subject in respect of one week = the number of week hours)

A = number of week hours

B. The number of credits will be further determined by whether the subject is assessed on the basis of ongoing work during the semester or preparation for the examination and its successful passing is required.

- when the study subjects are completed by examination, 1 credit is added to A
- when the study subjects are completed without examination, 0 is added to A

B = A + B method of assessment

C. Finally, the number of credits is also based on the estimated amount of extramural work (home preparation) required for the course - the estimated amount of extramural work is substandard (does not require any extra systematic preparation and is not checked at all during the semester) = 0

- the estimated amount of extramural work is standard = 1
- an interim above standard home preparation is required = 2

C = B + estimated quantities of extramural work

Specific requirements of extramural work (output, assignments) must be listed in the study subject information fact sheet.

1. One and the same study subject may not be assessed in various degree programmes by variable number of credits.
2. For items that are not part of contact teaching, but are part of degree programmes and are assessed by credits rates, credit rates shall apply as provided at individual faculties.