

ELECTRONIC REGISTRATION OF STUDENTS IN THE YEAR 2-6 IN THE ACADEMIC YEAR 2022/2023

Students **are obliged** to register for the courses for the academic year 2022/2023 via the Academic Information System (hereinafter "AIS") **in electronic form**.

A) REALIZATION

A part of electronic registration is creation of a registration form of AY 2022/2023.

Guidelines:

<https://www.upjs.sk/public/media/9611/AIS2-StudentElektronickyZapisEN.pdf>

<https://www.upjs.sk/public/media/9611/AIS2-StudentZapisnyListEN.pdf> or:

[https://ais2.upjs.sk/ais/manualy/EN/VSES017 Enrolment of the courses 1 1.pdf](https://ais2.upjs.sk/ais/manualy/EN/VSES017%20Enrolment%20of%20the%20courses%201%201.pdf)

The student who will not complete electronic registration is obliged to pay the charge in accordance with the Schedule of charges and fees valid for AY 2022/2023

<https://intranet.upjs.sk/op/op.Public.php?documentid=6058>

Please confirm the electronic registration when all the evaluation records of the courses in AY 2021/2022 are in AIS – until 09.09.2022, at the latest !!!

Advice and assistance with the electronic registration

Advice and assistance related to the technical problems connected with the electronic registration is to be provided at LF-ais@upjs.sk

B) COURSES´ ADMINISTRATION

The subjects´ registration of AY 2022/2023 is available in period **18.06. – 09.09.2022**.

Student is required to register into the AIS also **those courses that will be retaken in the both terms (unsuccessfully completed/passed in the academic year 2021/2022)** along with the courses of winter and summer term according to the curriculum of the academic year 2022/2023.

Procedure:

- Registration of the course from the block of compulsory courses "A" (specified for a competent study year) as the retake course
- In case of a compulsory elective course "B" it is possible to register for the same one or the different one from the offer of compulsory elective courses (see The Study Rules of Procedure UPJS MF) ○ Retake courses (compulsory and compulsory elective courses) need to be marked as "substitution for a course, repeated enrolment".

Registration of compulsory elective courses (CEC) and elective courses (EC):

1. Student is requested to choose CEC from the offer in study year in which he/she is registered (in consideration to get minimum of credits determined in the study programme during his/her study - 360 credits).
2. Elective courses are to be registered upon student´s decision from the study plans of the Faculty of Medicine, the others Faculties or the University.

C) CHARGES AND TUITION FEES

Students are obliged to pay all the requested charges and fees by **bank transfer only**.

Tuition fees are to be paid according to the contracts.

Information about payment of tuition fee is published on:

<https://intranet.upjs.sk/op/op.Public.php?documentid=6058>

Bank details for payment of tuition fee

<https://www.upjs.sk/public/media/2253/Bank%20details%202018-2019%20tuition%20fee.pdf>

For more information about tuition fee contact Ing. Zuzana Zánická at zuzana.zanicka@upjs.sk

ISIC charges: <https://www.upjs.sk/en/departments/center-of-information-and-communication-technologies/administration-of-personal-identification-cards/>

D) THE REGISTRATION DOCUMENTS

Medical confirmation to be submitted till 31.08.2022 (as a scan copy sent by email or hard copy)

- *Students registering into the year 2:* Hepatitis vaccination
- *Students registering into the year 3:* Mantoux (if undertaken abroad, must be approved by MUDr. Adamkovičová Elena PhD., (Poliklinika JUH, Rastislavova 45).

The Hepatitis vaccination is possible to arrange: MUDr. Adamkovičová Elena PhD., (Poliklinika JUH, Rastislavova 45); the Mantoux at the Department of Paediatrics and Adolescent Medicine, Subdepartment "KALMETIZÁCIA, Mrs. Daniela Ramačová or Mgr. Jaroslava KUNDISOVÁ.

In case you need your study confirmation of the AY 2022/2023 submit your request to the Study Department till 31.08.2022, at the latest. Those study confirmations are free of charge and available from 19.09.2022 in the office hours. Next study confirmations will be charged in accordance with the Schedule of charges and fees valid for AY 2022/2023.

E) COMPLETION OF THE SUBJECTS IN THE FIRST THREE WEEKS OF TEACHING IN THE WINTER SEMESTER

Student, who met up with the requirements to complete the study course ended by exam in AY 2021/2022 however, not completed successfully retakes the course in AY 2022/2023. In case student wishes to take its exam in the first three weeks of teaching in the winter semester she/he is required to submit the request for recognition of practical classes/seminars and for approval of taking the final exam till August 31, 2022 at the latest <https://www.upjs.sk/public/media/9614/Request%20for%20recognition%20of%20practical%20classes-seminars%20or%20request%20for%20approval%20of%20taking%20the%20final%20exam%20in%20September-October.pdf>

Student is requested to submit his/her requests concerning study to the Study Department, not to the clinics/departments.

Any issues relating to the content and the expertise content of the curriculum of the study programme, shall be resolved by student at the workplace concerned or with the coordinator, who guarantees a part of the curricula of the study programme concerned (including the clerkship requests; group changes in a specific course; request for recognition of practical classes/seminars of the first time registered course).

In Košice, 02.06.2022

Prof. MUDr. Daniel Pella, PhD.
Dean of Faculty