

ELECTRONIC REGISTRATION OF STUDENTS IN THE YEAR 2-6 IN THE ACADEMIC YEAR 2018/2019

Students **are obliged** to register for the courses for the academic year 2018/2019 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 2018/2019. 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

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 2018/2019

<https://www.upjs.sk/public/media/2221/Schedules-of-Fees-and-Charges-2018-2019.pdf>

Please confirm the electronic registration when all the evaluation records of the courses in AY 2017/2018 are in AIS – until 14.09.2018, 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 2018/2019 is available in period 19.06. – 14.09.2018.

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 2017/2018)** along with the courses of winter and summer term according to the curriculum of the academic year 2018/2019.

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.

ISIC charges:

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

If student applies for a waiving or reduction of tuition fees or its postponing he/she follows the Article 33 of Statute of UPJS <http://www.upjs.sk/public/media/2062/statute-of-upjs-kosice.pdf>

For more information about tuition fee contact Mgr. Kvetoslava Maťašovská kvetoslava.matasovska@upjs.sk.

D) THE REGISTRATION DOCUMENTS

Medical confirmation to be submitted till 30.08.2018:

- *Students registering into the year 2:* Hepatitis vaccination
- *Students registering into the year 3:* Mantoux (if undertaken abroad, must be approved by MUDr. Kövárová or MUDr. Bachledová)
- *Students registering into the year 4:* Preventive medical check-up

The Hepatitis vaccination and medical check-up is possible to arrange: MUDr. Beatrica Kövárová, 2nd floor Policlinics or MUDr. Bachledová, Moyzesova 32; the Mantoux at the Department of Paediatrics and Adolescent Medicine, Subdepartment "KALMETIZÁCIA, Mrs. Ramačová).

In case you need your study confirmation of the AY 2018/2019 submit your request to the Study Department till 30.08.2018, at the latest. Those study confirmations are free of charge and available from 17.09.2018 in the office hours. Next study confirmations will be charged in accordance with the Schedule of charges and fees valid for AY 2018/2019.

E) COMPLETION OF THE SUBJECTS TILL OCTOBER 20, 2018

Student, who met up with the requirements to complete the study course ended by exam in AY 2017/2018 however, not completed successfully retakes the course in AY 2018/2019. In case student wishes to take its exam till October 20, 2018 she/he is required to submit a request till August 31, 2018 at the latest along with the „Request for recognition of practical classes/seminars of the first time registered subject“ <https://www.upjs.sk/en/faculty-of-medicine/current-students/RequestForms/>

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, 29.03.2018

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