

ELECTRONIC REGISTRATION OF STUDENTS IN THE YEAR 2 - 6 IN THE ACADEMIC YEAR 2023/2024

Students **are obliged** to register for the courses for the academic year 2023/2024 via the Academic Information System (hereinafter "AIS") **in electronic form**.

A) REALIZATION

A part of electronic registration is a creation of a registration form for AY 2023/2024. Guidelines:

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

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

Advice and assistance with the electronic registration

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

B) COURSES ADMINISTRATION

The courses' registration of AY 2023/2024 is available in period 19.06. – 10.09.2023.

A student is required to register into the AIS also **those courses that will be retaken in both terms (unsuccessfully completed/passed in the academic year 2022/2023)** along with the courses of winter and summer terms according to the curriculum of the academic year 2023/2024.

Procedure:

- Registration of the course from the block of compulsory courses "A" (specified for a competent study year) as the retake course
- In the 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 the study year in which he/she is registered (in consideration to get a minimum of credits specified in the study programme during his/her study - 360 credits).
2. Elective courses are to be registered upon the student's decision from the study plans of the Faculty of Medicine, the other Faculties, or the University.

C) CHARGES AND TUITION FEES

Students are obliged to pay all the requested charges and fees by **bank transfer only** – the tuition fees, ISIC prolongation, and new ISIC. Tuition fees are to be paid according to the contracts.

Tuition fees:

<https://www.upjs.sk/lekarska-fakulta/en/current-students/doctoral-studies/organization-of-study/tuition-fees/>

ISIC charges:

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

D) VACCINATIONS

The vaccination proof must be submitted by 31.08.2023 at the latest:

- *Students registering into the year 2:* Hepatitis vaccination
- *Students registering into the year 3:* Mantoux (if undertaken abroad, must be approved by the doctors in the Slovak Republic. Possible to undertake it at the Department of Paediatrics and Adolescent Medicine, Subdepartment "KALMETIZÁCIA).

E) COMPLETION OF THE RETAKEN SUBJECTS

Student, who met up with the requirements to complete the study course ended by exam in AY 2022/2023 however, not completed successfully retakes the course in AY 2023/2024. In case a student wishes to take recognized practical classes, alternatively its exam she/he is required to submit a request by August 31, 2023, at the latest - „Request for recognition of practical classes/seminars of the first time registered subject“ <https://www.upjs.sk/en/faculty-of-medicine/current-students/RequestForms/>

F) STUDY CONFIRMATIONS

In case you need your study confirmation of the AY 2023/2024 submit your request to the Study Department **by 31.08.2023, at the latest. Those study confirmations are free of charge and available from 18.09.2023 in the office hours.** Next study confirmations will be charged in accordance with the Schedule of charges and fees valid for AY 2023/2024.

WARNING!

A student who fails to register according to the above instructions will be considered a student, who is not interested in studying in the academic year 2023/2024 and will be withdrawn from the course for failure to fulfill the conditions in accordance with Section 66(4) of Act No 131/2002 Coll. on Higher Education and on the amendment and supplementation of certain acts, as amended.

The students are requested to submit his/her requests concerning study to the **Study Department**, not to **the clinics/departments**.

In Košice, 28.06.2023

Prof. MUDr. Peter Jarčuška, PhD.
Dean of Faculty