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**Study Rules and Regulations**  
**Pavol Jozef Šafárik University in Košice, Faculty of Medicine**

**June 2023**

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Pursuant to Section 9(1)(a)(3) of Law Act No.131/2002 Coll. on Higher Education Institutions, as amended (hereinafter referred to as the "HELA") in conjunction with Article 37(4)(e) of the Pavol Jozef Šafárik University in Košice Statute, these Study Rules and Regulations are the internal regulations of the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "University"), Faculty of Medicine (hereinafter referred to as the "Faculty").

## **PART I GENERAL PROVISIONS**

### **Art. 1 Introductory Provision**

1. The study at the Faculty is of a university type and, within the rules defined by these Study Rules and Regulations, students shall have the right to complete each individual part of the study programme at the Faculty as well as at any other faculty of the University. The individual accredited study programmes are implemented and administratively managed at the Faculty in accordance with the Rector's Decree on ensuring the internal quality system of education at UPJŠ in Košice and its units, as amended (hereinafter referred to as the "Internal Quality System").
2. These Study Rules and Regulations are the internal regulations of the Faculty and regulate the rules of study in Bachelor, Magister, and Doctoral study programmes at the Faculty.
3. The Study Rules and Regulations of the Faculty shall be mandatory for all the students, university teachers (hereinafter referred to as "teachers") and other employees who manage and provide the study at the Faculty.

### **Art. 2 Levels and Forms of Study, Standard Duration of Study**

1. The Faculty provides higher education at all three levels of study:
  - at the first level: Bachelor study programmes,
  - at the second level: Magister's study programmes,
  - at the combined study of the first two levels of study: doctoral study programmes,
  - at the third level: doctoral study programmesand at the same time provides further education (e.g., specialisation study).
2. The University and its faculties carry out higher education in the fields of study or in the combination of two fields of study by studying in accredited study programmes, the list of which shall be published by the University in the method stipulated in the HELA.
3. Higher education is carried out in the full-time form of study and in the part-time form of study. Both forms of study may be carried out by full-time, distance, or combined methods.
4. The organisation of all the levels and forms of higher education at the Faculty is based on the credit system of study.
5. Lifelong learning is provided by the University based on Law Act No. 568/2009 Coll. on Lifelong Learning and on Amendments and Supplements to Certain "aw Acts, as amended.
6. The Faculty may carry out teaching of specific courses for other faculties of the University, colleges or institutions.
7. The standard duration of full-time study at the Faculty is for the study programme:
  - of the first level (Bachelor's degree programme), including professional internship, three years,
  - of the second level (Magister's study programme following the Bachelor's study programme), including professional internship, two years,
  - the combined first and second level of higher education (doctoral study programme) for a minimum of five years and a maximum of six years.
8. The University awards academic degrees to graduates:
  - 'Doctor of General Medicine' ('MUDr.') in the study programme of General Medicine,
  - 'Doctor of Dental Medicine' ('MDDr.') in the study programme of Dentistry,
  - 'Bachelor' ('Bc.') at the first level study programme,
  - 'Magister' ('Mgr.') at the second-level study programme.

### **Art. 3 Students**

1. An applicant admitted to study becomes a student of Pavol Jozef Šafárik University, Faculty of Medicine, by enrolling in a study programme of higher education implemented at the Faculty.
2. The student shall have a particular right the right to:
  - (a) study the programme of study to which he/she has been admitted; if the higher education institution has made adjustments to the programme of study, the student shall continue his/her

- studies in that programme of study according to the courses and rules after the adjustment, unless the rules of the programme of study provide otherwise,
- (b) form a study plan according to the rules of the programme of study,
  - (c) enrol in the next part of the programme of study if he or she has satisfied the obligations specified in the programme of study or the rules of the programme of study,
  - d) choose the pace of study, the order of completion of the courses, while respecting the time and capacity constraints imposed by the study programme, while maintaining their prescribed continuity,
  - (e) apply to study at another higher education institution, including abroad (academic mobility), as part of his/her higher education study,
  - (f) participate in research, development, artistic and other creative activities at the University,
  - (g) participate in the establishment and activities of independent associations operating at the University in accordance with the law,
  - (h) freely exercise opinions and comments on higher education,
  - (i) comment at least once a year on the quality of teaching and teachers by means of an anonymous questionnaire,
  - (j) information and guidance services relating to their study and to the employability of graduates in practice,
  - (k) if he or she is subject to the obligation to pay tuition fees pursuant to Section 92(5) of the HELA, to decide in which study programme he or she will study free of charge in a given academic year, if he or she is entitled to study free of charge,
  - (l) lodge a complaint with the Dean of the Faculty and have it dealt with: receiving, registering, and examining,
  - (m) change the study programme within the same field of study under the terms and conditions as specified in the study rules and regulations.
3. The student's study obligations result from the study programme he/she is studying and from the study rules and regulations. The student shall be obliged to comply with the internal regulations of the University and its components.
- The student shall in particular be obliged to
- (a) protect and make economical use of the property, resources, and services of the University and the Faculty,
  - (b) pay tuition fees and fees associated with the study in accordance with the law in accordance with the University Fee Regulations and truthfully state the facts decisive for their determination,
  - (c) notify the Faculty at which he or she is duly enrolled of his or her address for service of documents,
  - (d) appear in person at the written notice of the Dean or a member of staff of the Faculty authorised by the former to discuss issues relating to the progress or termination of his/her study or relating to his/her rights or obligations,
  - (e) notify the Faculty in writing of the decision under paragraph 2(k) by 30 September of the academic year concerned,
  - (f) undergo medical examinations and vaccinations required by the Faculty in the relevant years of study,
  - (g) receive a briefing on health and safety at work and fire safety at the beginning of the semester. This briefing shall be repeated even if the course is taught for two or more semesters,
  - (h) in cases worthy of special consideration, submit, at the Dean's request, a current medical certificate of medical fitness to study the study programme selected.
4. The bodies of the academic self-government of the Faculty shall have the right to decide on behalf of the University in matters of academic rights and obligations of students enrolled for the study pursuant to the study programmes conducted at the Faculty in accordance with the HELA.
5. A student of the University is a member of the academic community of the University by virtue of the HELA, if he/she is studying a study programme at the Faculty, also a member of the academic community of the Faculty.
6. A student may be subject to disciplinary measures for culpable violation of legal regulations, the Statute of the University or other internal regulations of the University or the Faculty at which the student is studying or for violation of public order.
7. The details of the disciplinary offence procedure are regulated by the Disciplinary Regulations of the Faculty.
8. A student ceases to be a student:
- (a) if he/she duly completes his/her study in accordance with the relevant study programme, the date of completion being the date on which the student satisfies the last of the requirements prescribed for the due completion of the study programme in which he/she has been enrolled,

- (b) if he or she fails to complete his or her studies within two years of the expiry of the standard duration of the full-time form of study, or fails to complete his or her study within three years of the expiry of the standard duration of the part-time form of study,
  - (c) if he/she is excluded from the study for failure to meet the requirements of the study programme and the study regulations of the Faculty,
  - (d) if he/she is excluded from the study based on a disciplinary measure,
  - (e) by the entry into force of a decision on the invalidity of the State examination or its part pursuant to Section 108f (1) HELA within the framework of the lower-level, if the relevant education is a precondition for admission to the ongoing study of the higher-level study programme,
  - (f) the renunciation of an academic degree awarded after completion of a lower-level programme of study, if the relevant education is a precondition for admission to a higher-level programme of study in progress,
  - (g) if the study programme which the student is studying is cancelled and the student has not accepted an offer to continue his or her studies in another study programme,
  - (h) if he or she has abandoned his or her studies,
  - (i) if he or she has suspended his or her studies,
  - (j) by the death of the student.
9. Demonstrably detected copying, the use of forbidden aids, etc. during the interim or final review of the study shall be considered a disciplinary offence of the student.
  10. Students whose teaching is conducted in the English language shall be entitled to leave of absence only on the same days as students whose teaching is conducted in the Slovak language.

#### **Art. 4 Participation in Learning Activities**

1. University teachers hold the positions of professor, visiting professor, associate professor, visiting associate professor, assistant professor, assistant lecturer and tutor.
2. PhD students in their full-time PhD study also participate in teaching activities. Researchers and PhD students in the part-time form of PhD study may also participate in teaching activities.
3. If the implementation of the study programme so requires, experts from research and professional practice may also participate in teaching.
4. A person with a first-level degree may also participate as a tutor in teaching activities (within the scope of exercises and practical exercises), subject to the following terms and conditions: the consent of the guarantor and the teacher, ongoing full-time study at the second level of the study programme, and completion of the tutored course with an A grade.

#### **Art. 5 Study Counsellor, Coordinator**

1. Study advisors (tutors) operate at the Faculty to provide counselling services to students, especially when drawing up a study plan. The Dean shall appoint and remove the study advisors from among the university teachers. Their task shall be:
  - a) providing the student with the necessary information on the Study Rules and Regulations, in particular to assist first-year students in their transition to university study,
  - b) drawing the attention of the Faculty management to potential problems in teaching and curricular issues,
  - c) making comments on certain student requests at the request of the Dean or the Head of the Institute or the Clinic, as the case may be.
2. In order to arrange student mobility, the Dean shall appoint a Faculty Coordinator from among the university teachers, whose task shall be to organise international cooperation in the field of education, to deal with the tasks related to sending and receiving students and to provide advisory services on study opportunities in cooperation with the Foreign Relations Office of the Dean's Office.
3. In carrying out the tasks referred to in paragraph 2 of this Article, the Dean of the Faculty shall appoint a Faculty Mobility Coordinator from among the university teachers, and, if necessary, also institutional or clinical coordinators.
4. If teaching is provided by several institutes or clinics, the Dean shall appoint a teaching coordinator who shall be in charge of the temporal and professional coordination of the teaching process of the courses.

## **PART II ORGANISATION OF STUDY**

### **Art. 6 Admission to Study**

1. Anyone shall be eligible to study the study programme of his/her choice at the University who satisfies the basic requirements for admission pursuant to Sections 56 and 57 of the Higher Education Law Act and other requirements as set out by the Faculty.
2. The Faculty shall publish the deadline for the submission of applications for study, the requirements for admission to study, the date and method of verifying their compliance, and, if the verification of eligibility for the study includes an admission examination, the form and framework content of the examination and the method of assessing its results, as well as information on the number of applicants that the Faculty is planning to admit to study the relevant study programme in due time, no later than two months before the last day for the submission of applications.<sup>1</sup>
3. A regular date and one alternative date shall be set for the admission examination.
4. An alternative date may be granted by the Dean to an applicant who so requests in writing. Reasons for allowing an alternative date may include sudden illness or study abroad if it is in preparation for study at the University, or the applicant's participation in an admission examination at another faculty.
5. The facts under paragraph 2 shall be published on the official notice board and the Faculty's website. These facts may not be changed subsequently until the admission procedure is completed.
6. The application for studies shall be submitted by the specified deadline. Applicants with specific needs may attach an application form to their application, based on which the form of the admission examination and the way it is to be conducted will be determined after evaluating their specific needs, taking into account their specific needs.<sup>2</sup>
7. If the application form is not properly completed or if it does not contain any of the required annexes, the Faculty will invite the applicant to remedy the deficiencies within a specified period of time. If the applicant fails to remedy the deficiencies within the specified period, the application shall be deemed invalid. The Faculty will notify the applicant of this fact without undue delay.
8. The invitation to the admission examination shall be sent no later than 28 days before the date of the examination.
9. The Dean or the delegated Vice-Dean shall discontinue the admission examination of an applicant if the applicant is guilty of fraud or of conduct contrary to the rules promulgated at the beginning of the admission examination. The results of that candidate's aborted admissions examination shall not be evaluated, no alternative date for the admissions examination shall be offered, and the candidate's admission examination shall be deemed to have been unsuccessful.
10. Admission to the study programme shall be decided by the Dean.
11. The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met and must be delivered to the applicant by hand. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the Faculty for 15 days. The last day of this period shall be deemed to be the date of service.
12. The Dean of the Faculty may issue a decision on conditional admission to the study to an applicant who fails to prove compliance with the essential conditions for admission to the study pursuant to Section 56 of the Higher Education Law Act at the time of verification of compliance with the admission requirements. If the student fails to prove compliance with the essential conditions for admission to the study no later than on the date set for enrolment, the Dean of the Faculty shall issue a decision cancelling the decision on conditional admission to the study and deciding not to admit the applicant to the study.<sup>3</sup> If the student proves his/her compliance with the essential conditions for admission to the study no later than on the date set for enrolment, he/she shall be deemed to have been duly admitted to the study of the study programme of his/her choice.
13. The applicant shall have the right to consult the documentation of his/her admission procedure. Inspection shall be understood to mean that the applicant may read the documentation and make copies or extracts from the same.
14. Only the applicant or a person officially authorised by him/her may inspect the materials in the Faculty's reserved premises in the presence of persons authorised by the Dean.
15. If the applicant finds that his/her test has been incorrectly assessed or that there has been an error in determining the final number of points obtained, he/she shall notify the person present at the

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<sup>1</sup> Section 57(5) HELA

<sup>2</sup> in accordance with the provisions of Section 100 HELA

<sup>3</sup> Section 58(1) HELA

- inspection in accordance with paragraph 14 of this Article and shall also indicate this fact in the application for review of the decision not to admit the applicant to the study.
16. The Dean shall examine the objections of the applicant for admission to the course of study set out in the application for review of the decision. If it is found that the applicant has been harmed by an error on the part of the Faculty, the Dean shall be obliged to place the applicant on the waiting list according to the corrected score and to make a written record of the fact.
  17. An applicant candidate who has received a decision not to be admitted to study may submit a request for a review of that decision. An application for review of the decision shall be submitted to the Dean within 8 days of the date of its receipt.
  18. The applicant shall not subsequently become a student until the beginning of that academic year unless he/she notifies the Faculty in writing that he/she is cancelling his/her enrolment by 15 August prior to the beginning of that academic year.
  19. The Faculty shall have the right to request information from an admitted applicant as to whether he/she will enrol. The applicant is obliged to provide such information to the Faculty no later than the deadline set by the Faculty. The applicant's right to enrol shall cease if he/she answers in the negative to the Faculty's question as to whether he/she will enrol or fails to respond by the time specified.
  20. The Dean may recognise an admitted candidate, based on the statement of the study programme guarantor, as having completed courses from a previous incomplete study if the following requirements are satisfied:
    - (a) the content of the course taken is identical or sufficiently similar to the content of the course in the study programme to which the student is admitted,
    - (b) no more than five years have elapsed since the course was taken.
  21. Recognition of courses shall be governed by Art. 19b of these Study Rules and Regulations.

#### **Art. 7 Study Programme, Study Plan**

1. A study programme is a set of courses consisting of educational activities, which mainly consist of lectures, seminars, exercises, final thesis, project work, laboratory work, internship, field trips, professional internship, state examination and combinations thereof, and a set of rules designed in such a way that the successful completion of these educational activities, while observing the above mentioned rules, enables the student to obtain a higher education degree.<sup>4</sup> The guarantor of the study programme shall oversee the elaboration and implementation of the study programme.
2. The study programme shall be further specified by the requirements set out in the Higher Education Law Act.<sup>5</sup> The rules for the establishment, approval, implementation, and modification of the study programme shall be governed by the Internal Quality System.
3. The study programme shall include a recommended study plan, which shall be designed in such a way that by completing it the student will meet the requirements for successful completion of the study at the standard duration.
4. The study plan shall be drawn up by the student himself or herself or with the help of a study advisor from the courses offered in the study programme in order to comply with the rules set out in the study programme and the provisions of these Rules and Regulations.
5. The Department of Study shall carry out the administration of the study programme. The student shall be obliged to resolve problems related to the content and professional content of the study plan of the study programme/department at the department or with the coordinator who guarantees part of the study plan or a study programme course.

#### **Art. 8 Study Programme Courses**

1. Each course is uniquely identified by its code and title and is designed as a one-semester course. Basic information on the nature of the course is given in the Course Information Sheet.<sup>6</sup>
2. Courses included in the study programme are divided into the following types according to the obligation to complete them:
  - compulsory - their completion is a prerequisite for successful completion of part or the entire study programme,
  - compulsory electives - these illustrate the nature of the study and allow the student to adapt the study plan to his/her individual needs; the precondition for a successful completion of part

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<sup>4</sup> Section 51(2) HELA

<sup>5</sup> Section 51(4) HELA

<sup>6</sup> Section 62 (2) HELA and Section 4(1) Annex No. 1 of the Decree of the Ministry of Education, Science, Research, and Sport of the Slovak Republic No. 614/2002 Coll. on the Credit System of Study as amended.

or the entire study programme is in the successful completion of a specified number of these courses or the acquisition of a specified number of credits for these courses according to the choice in the structure determined by the study programme,

- elective courses - means other courses which a student may enrol to supplement his/her study and to obtain a high enough number of credits in the relevant part of his/her study.
3. Compulsory and compulsory elective courses are usually taught at the Faculty where the study programme is carried out. Compulsory and compulsory elective courses may also include courses taught at another faculty upon agreement of the deans of these faculties.
  4. Elective courses are taken from the course offer of the student's study programme, but also from the offer of other study programmes of the Faculty, other faculties or universities within the framework of the applicable rules.
  5. Courses in the study programme are divided according to the sequence of:
    - (a) courses without follow-up - enrolment in such a course is not conditional on the completion of another course,
    - b) courses conditional on the completion of other courses - enrolment in such a course is only possible after successful completion of another course or courses - prerequisites.
  6. The following rules shall apply for the completion of prerequisites and follow-up courses:
    - (a) If a student fails a prerequisite course with a grade in a given academic year (hereinafter referred to as AY), he/she may request that the follow-up course be removed from his/her transcript no later than the first week of the following semester.
    - (b) If the sequence of semesters of the re-enrolled prerequisite and the follow-up course in a given AY allows for the completion of the follow-up course, the student shall have the right to retroactively enrol in the follow-up course no later than the first week of the semester and to take the course in its entirety.
    - (c) If a student has duly completed the course but has failed to obtain a grade or has not fulfilled the requirements for registering for the examination, after re-enrolment he/she shall be obliged to re-attend the course in its entirety, unless the course guarantor determines otherwise. The course guarantor may decide whether, based on the results of the continuous assessment at the first enrolment of the course, the contact teaching at the second enrolment of the course may be waived.
  7. The final thesis, which together with its defence constitutes a single course, is part of the study according to each study programme. The defence of the thesis is one of the state examination subjects.

#### **Art. 9 Credit System of Study**

1. The credit system of study allows to evaluate through credits the student's workload associated with the completion of courses in accordance with the rules contained in the study programme, facilitates the openness of the University from the inside, promotes student mobility and provides the student with the opportunity to participate in the development of his/her study plan.
2. Credits are numerical values assigned to courses that characterise the amount of work required to acquire the prescribed learning outcomes.
3. A student's standard workload is expressed in terms of the number of
  - (a) 60 credits for a full academic year , 30 credits per semester or 20 credits per trimester in the case of a first-level programme of study, a second-level programme of study or a programme of study combining the first and the second levels, regardless of the form of study, or a third-level programme of study in the full-time form of study,
  - (b) a maximum of 48 credits, depending on the standard duration of the study programme concerned and the number of credits required for its proper completion, in the case of a third-level study programme in the form of part-time study. The recommended method for the allocation of credits to courses in the development of study programmes is specified in Annex 1 to these Study Rules and Regulations.
4. The overall number of credits required for the proper completion of the study shall be determined as follows:
  - (a) for the three-year Bachelor's degree - 180 credits,
  - (b) for the four-year Bachelor's degree - 240 credits,
  - (c) for a one-year Magister's degree - 60 credits,
  - (d) for the two-year Magister's degree - 120 credits,
  - (e) for the three-year Magister's degree - 180 credits,
  - (f) for the four-year Magister's degree - 240 credits,
  - (g) for the doctoral degree - 360 credits,
  - (h) for the three-year full-time and the corresponding part-time PhD programme - 180 credits,
  - (i) for the four-year full-time and the corresponding part-time PhD programme - 240 credits.



5. The student will earn credits upon successful completion of the course. Credits can only be earned once for a given course during the course of study.
6. Credits earned for completing a course are cumulative (accumulated) for the student. One of the conditions for the continuation of studies after a predetermined review stage of the study is the acquisition of the necessary number of credits in the specified structure according to the study programme.
7. If a student completes part of his/her studies at another faculty or another higher education institution in the Slovak Republic or abroad on the basis of a study agreement (within the framework of academic mobility), the credits earned shall be credited to the student on the basis of a transcript of results prepared by the faculty or higher education institution where the credits were earned.
8. A course taken at the receiving faculty which is similar in content and scope to a course taken at the sending faculty and which the student has successfully completed within the framework of a duly approved mobility, may be recognised by the dean, after the opinion of the course supervisor, on the basis of a written request from the student, in place of the relevant course from the student's study programme.
9. The procedure for the recognition of courses and the transfer of credits is set out in Art. 19b of these Tules and Regulations.

### **Art. 10 Study Schedule**

1. The academic year shall begin on 1 September of the calendar year and end on 31 August of the following year.
2. The academic year is divided into winter and summer semesters, winter and main holidays.
3. Each semester consists of a teaching period and an examination period. The examination period is intended for the final verification of students' knowledge of the course in question, to the extent specified in the Course Information Sheet updated each time for the academic year in question.
4. The teaching part of the semester shall comprise 14 teaching weeks, the examination period shall last for at least 5 weeks, unless an internal regulation of the University stipulates otherwise. In the block system of teaching, the Dean may adjust the teaching schedule in other ways.
5. The schedule of study at the Faculty for the following academic year shall be set by the Rector of the University in consultation with the Dean of the Faculty, no later than four months before the beginning of the academic year.
6. During the main holidays, professional internships, excursions, courses and physical education camps shall be carried out.
7. If a student unrolls in a course at another faculty, he/she shall take the course according to the duration of the semester at the faculty where the course is taught.

### **Art. 11 Enrolment for and Completion of Courses**

1. Enrolment shall take place within the time limits set by the Faculty's schedule for the period of one academic year.
2. Enrolment is compulsory for the student. If a student fails to appear for enrolment in the following period of study or fails to reappear for enrolment after a suspension, the Faculty shall invite the student in writing to appear for enrolment within ten working days of receipt of the letter of invitation. If the student fails to appear for enrolment within the specified period after receipt of the notice and does not request an extension of that period, the day by which the student should have enrolled for the next period of study or should have re-enrolled shall be deemed to be the day on which the student abandoned his/her study.
3. The Faculty distinguishes between provisional and administrative enrolment. By provisional enrolment, the student declares his/her interest in studying compulsory elective and elective courses for the following academic year. Administrative enrolment is a confirmation of the student's progression to the next year of study after meeting the requirements for the continuation of studies. At the same time, it is also a precise preliminary enrolment after verification of the capacity and time possibilities of the selected taught courses as well as the possibilities of the student himself/herself.
4. The Heads of the Institutes and Clinics of the Faculty shall publish the minimum and maximum number of students for a given course in the AIS no later than 30 April for the following academic year. If the course in which a student is enrolled has limited capacity (for space, staffing or other reasons), the student shall be allowed to enrol in that order:
  - (a) students of their own Faculty for whom the course is compulsory,
  - (b) students of other faculties of the University for whom the course is compulsory,
  - (c) students of other universities who enrol in the course based on a study contract,
  - (d) students of their own Faculty for whom the course is compulsory elective,

- (e) students of other faculties of the University for whom the course is compulsory elective based on an inter-faculty agreement,
  - (f) students of their own faculty for whom the course is optional,
  - (g) students of other faculties of the University for whom the course is optional,
  - (h) students of other universities for whom the course is elective.
5. If, after the application of the distribution according to paragraph 4 of this Article, the number of applicants for the course exceeds the specified capacity, the decision to enrol the student in the course shall be made by the Head of the Institute or the Clinic.
  6. Within the individual categories referred to in paragraph 4 of this Article, priority shall be given to students with a higher number of the completed years of study.
  7. By enrolling, the student determines what part of the duties prescribed by the study programme he/she wishes to complete. The preconditions for successful completion of the course are specified in the Course Information Sheet.
  8. It is possible to enrol in a compulsory course that has not been successfully completed once again during the study. After a second unsuccessful attempt to pass a compulsory course, the student shall be expelled from study pursuant to Section 66(1)(c) of the Higher Education Law Act.
  9. A compulsory elective course enrolled in but not completed may be enrolled in once more or another elective course may be opted for instead. After a second unsuccessful attempt to complete the selected compulsory elective course, the student shall be expelled from the study pursuant to Section 66(1)(c) of the Higher Education Law Act.
  10. An elective course enrolled in and not completed may be enrolled in again or another elective course may be chosen or, if the number of credits is sufficient, no elective course may be enrolled in.
  11. If a student opts for another compulsory elective or elective course in place of a course that has not been taken, this course shall be considered repeated.
  12. A student shall enrol for each semester in courses of such a credit value and in such a composition (compulsory, compulsory elective and elective) that he/she can meet the requirements for continuation of the study at each stage of the review of the study. In any one academic year, first- and second-level students shall enrol in courses worth at least 40 and no more than 90 credits in each programme of study.
  13. The lower limit of the number of credits may be further decreased by the Dean of the Faculty if the sum of the credits earned during the study and the credits for enrolled courses in a given academic year exceeds the number of credits required for the successful completion of the study.
  14. The lower limit of the number of credits that a student is required to enrol in an above-standard year of study is determined by the number of credits of compulsory and compulsory elective courses missing for successful completion of the study. If any of these courses is not successfully completed, unless this is in contravention to Section 65(2) and the course is not a second enrolment course, the student may continue his/her studies for a further year at the extra-standard duration with the enrolment of the courses not yet completed.
  15. The lower limit of the number of credits that a student has to enrol in the case of re-admission to the study or after transfer from another university and on the basis of the recognition of credits from the previous study is determined by the number of credits of compulsory and compulsory elective courses missing for the successful completion of the study. In the event of unsuccessful completion of any of the enrolled courses, the student shall re-enrol in the following academic year.
  16. In the academic year in which the student is planning to graduate, he/she shall enrol in the courses with the number of credits required to satisfy the graduation requirements.
  17. A student in the first to third years of registration may enrol in a maximum of 30 % of the compulsory elective or elective courses of the total number of compulsory courses prescribed for the first three years of study.
  18. A minimum of five students is required for teaching a compulsory elective or elective course. Exceptions to the above number of students are determined by the course supervisor based on the capacity of the workplace.

## **Art. 12 Educational Activity**

1. Educational activity is carried out in the form of lectures, laboratory and clinical exercises, professional internships, seminars, annual assignments, and supervised self-access study, with the proportion of individual forms of teaching a course being determined by the study programme.
2. In addition to teaching according to the study plan in the study programme, university teachers shall provide individual consultations to students, for which they shall reserve adequate time for

- at least two teaching hours per week. Consultation hours for a semester concerned are communicated to students no later than the first week of the semester concerned. Individual consultations are not a substitute for teaching.
3. Professional internships serve to consolidate knowledge and skills and to verify them in practice, as well as to acquire new knowledge and skills. Details of the organisation and course of professional internships shall be determined by the Dean. A student who undertakes a professional internship abroad shall submit a certificate authenticated by the head of the foreign workplace, which includes the duration and content of the internship. This certificate shall be issued in English. Based on this certificate, the Head of the Clinic or the Head's designated teacher, will enter the pass/failed in the AIS.
  4. The course of the study programme may be implemented simultaneously in several forms. Unless otherwise stipulated in the study programme, the form of instruction shall be determined by the teacher.
  5. The course guarantor shall be obliged to provide an updated information sheet for his/her course at the beginning of each semester.
  6. He/she shall also be obliged to indicate the extent of compulsory attendance, if any, the method of continuous verification of students' knowledge, the form of examination, and the teaching plan of the course. He/she is obliged to publish this information no later than the end of the second week after the beginning of the semester in question. The criteria given may not be changed during the semester.
  7. In addition to the provisions in paragraph 5, the course guarantor may determine the extent of compulsory attendance. If the student fails to meet the compulsory attendance requirement, the teacher shall proceed as follows:
    - a) if a student misses for serious reasons a part of the compulsory education, the extent of which can be replaced, the teacher shall determine an alternative method of study for the student. If the missed tuition cannot be replaced for serious reasons, the student shall enrol in the course in the following academic year.
    - (b) If a student misses a compulsory course without serious reasons, the teacher may decide whether to assign an alternative mode of learning or whether the student shall re-enrol in the course. If this is the second time the student has enrolled in the course, he/she cannot continue his/her study.
  8. Absence from practical exercises and seminars shall be duly authorised by the teacher, who shall appoint a substitute in the appropriate form. The student may make up excused practical exercises during the semester, up to a maximum of three weeks (excluding block classes). In the block system of teaching, the method of substitution shall be decided by the head physician.
  9. Public holidays, Rector's and Dean's holidays, are days off without the obligation to substitute teaching.

### **Art. 13 Assessment of Learning Outcomes**

1. Assessment of student learning outcomes within the study of the course shall be carried out by:
  - (a) continuous monitoring of learning outcomes during the teaching part of the study period (e.g. review questions, written tests, patient care performance minimums, self-access work assignments, term papers, etc.); or
  - (b) an examination for that period of study; or
  - (c) a combination of a midterm review during the instructional portion of the semester with an examination for that semester period. In such a case, the proportion of the individual methods of study monitoring shall be determined by the Course Information Sheet in such a way that the sum of their percentages is 100%.
2. Completion of the course is usually assessed by a grade. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the objective of the course as stated in the Course Information Sheet.
3. The University uses a grading scale consisting of six grading levels to assess learning outcomes by grade:
  - (a) A - excellent (outstanding results) (numerical 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 - sufficient (results meet the minimum criteria) (3)
  - (f) FX - inadequate (further work required) (4)
  - (g) X - ungraded (did not pass, did not meet the required minimum criteria) (4).

4. In selected courses, credits may be awarded without a grade. In these cases, the term "Passed" shall be entered on the relevant records in place of the grade. For courses with a passing grade, the allocation of credits is as follows:
  - (a) For Professional Internships, Diploma Seminar 1, Diploma Seminar 2, Sport 1 to Sport 4, credits shall be awarded without a grade,
  - (b) for courses not listed in (a), the credit allocation with a grade of "Pass A to E" is to a student who has met the requirements in the following range:
    - 91 to 100% awarded 'Pass - A - Excellent',
    - 84 to 90 % award 'Pass - B - Very Good',
    - 75 to 83 % award 'Pass - C - Good',
    - 68 to 74 % award 'Pass - D - Satisfactory',
    - 60 to 67 % award 'Pass - E - Sufficient'.
 Grades will not be included in the weighted grade point average.
5. A course shall be deemed successfully completed if the student has earned a grade of A through E or has completed the course. The student will only receive credit for a passing grade in the course.
6. If the assessment of the learning outcomes of a course is carried out in accordance with paragraph 1(c) of this Article, the Course Information Sheet shall also contain explicit information on what result of the continuous assessment of the course entitles the student to register for the examination. If this limit is not met, the student shall not be allowed to sit for the examination and shall be graded X - ungraded at the end of the teaching part of the semester concerned.
7. For students who demonstrate very good academic achievements, the Head of the Institute or the Clinic may schedule an examination date in the last week of the teaching period of the semester.
8. The student shall be obliged to present his/her identity card or any other document confirming his/her identity (e.g., passport) at the examination.
9. A student who has been awarded a grade of FX in an examination shall be entitled to two make-up dates. If the student re-takes the course, he/she shall be entitled to one regular term and one make-up term. A student who has been assessed in a credit-bearing course by a failing grade shall be entitled to two make-up terms.
10. If the student has completed the practical exercises and lectures in the full course of study of the course and has been awarded a failing grade, he/she may apply for the recognition of the practical and theoretical teaching and obtain the necessary grade under the course completion requirements.
11. Examination outside the examination period is possible in the block system of teaching, where the examination dates are set out in the teaching timetable.
12. If a student fails to appear for any examination date for a course enrolled in, the course without a grade will be credited with a weight of 4 (FX - failed). The course shall be deemed to have failed and its next enrolment shall be treated as a second enrolment.
13. A student of the Faculty who has met the requirements for passing the enrolled course by passing the examination but has not passed it successfully in a given academic year and wishes to take the course as a re-enrolled course in the first three weeks of teaching in the winter semester of the following academic year, shall submit an application no later than 31 August. The examination referred to in the first sentence may be taken only with the prior approval of the course guarantor.
14. The examination in the first three weeks of teaching in the winter semester may also be taken by a student who has been re-admitted to study at the Faculty and has met the requirements for taking the course by passing the examination in the previous academic year at the Faculty, but has not passed it successfully, with the prior consent of the course guarantor.
15. Upon successful completion of the course examination, the student shall apply to the Study Department for enrolment in the course which he/she was unable to enrol in due to failure to successfully complete the prerequisite.
16. The course guarantor or the department chair shall announce the date of the examination no later than 15 September.
17. In the event that a student fails to appear for an examination in the first three weeks of teaching in the winter semester for excusable reasons or fails to register for the examination, the student may take the examination in the examination period for which the course is prescribed, or in August.
18. The examination date for a course prescribed for the winter semester will be scheduled by the course guarantor by the third week of teaching in the summer semester for students who have met the prerequisites for taking the course in the winter semester but have not used up all of the dates. The student may also take the course on the August date specified in the academic year schedule.
19. Students may take the course examination only once in a given period on the dates specified in paragraphs 13, 14 and 18.
20. If a student fails to appear for an examination for a serious reason, he/she may justify his/her absence from the examination to the examiner within three days of the date of the examination. The Head of the Institute/Clinic or the examiner authorised by him/her shall decide on the student's excuse. The excuse may also be sent by postal mail within the specified time limit.

21. If the student fails to appear for the examination on the specified date and his/her absence has not been excused or if he/she withdraws from the examination, he/she shall be assessed with the grade FX - insufficient.
22. The teacher shall be obliged to enter the student's grade into the AIS without delay on the date of the assessment, or, if time is needed to evaluate the compliance with the requirements for the award of the grade, on a date to be announced in advance, within three days at the latest.
23. The teacher shall keep a record of attendance. The department shall keep a record of the student's completion of the course.
24. the Head of Institute or the Clinic shall ensure that examination dates are posted no later than 21 days before the beginning of the examination period and published in the AIS.
25. Examination dates shall be announced evenly throughout the examination period in sufficient numbers. The total number of slots on the dates announced shall exceed the number of students to sit for the examination in that course by at least 30%. The Head Physician shall determine the maximum number of students who may register for a particular examination date.
26. In the block system of teaching, the Head of the Clinic or the Institute shall appoint at least one repair date within a period of one month after the end of teaching in the last block.
27. The student shall register for the examination via the AIS at least 2 calendar days before the examination date. A student may not register for more than one examination for a course concerned at the same time. A student may withdraw from an examination no later than 2 calendar days before the examination.
28. The teacher shall allow the student to have access to the written tests of the course he/she teaches.
29. The examiner shall notify the student of the grade. The student shall have the right not to accept a grade that falls within the range B to E inclusive. In such a case, the student shall be graded with a grade of FX - failed. If he/she has unused make-up terms, he/she may register for one of the available terms.
30. At the written request of the student or the examiner, the Dean of the Faculty may appoint an examination to be held on a make-up date before a committee of at least three members, usually appointed by him/her from among the teachers of the course concerned. A board examination may be requested no later than 3 working days after the date of the examination.
31. A weighted grade point average shall be used to assess the student's overall performance over a specified period.
32. The weighted grade point average shall be calculated by adding the products of the number of credits and the numerical grade (as per paragraph 3 of this Article) for all the courses enrolled by the student in the assessment period and dividing the result by the total number of credits earned by the student in the period. A numerical grade of 4 shall be included in the weighted grade point average for courses taken and not completed. Courses that are not graded shall not be included in the weighted grade point average.
33. The weighted grade point average for the entire course of study shall be calculated by analogy with paragraph 32 of this Article, with only successfully completed courses being included in the calculation.
34. The weighted grade point average shall be used in particular for audition selections forced by teaching capacity, for decisions on the award of scholarships, for the allocation of accommodation in the student dormitory, etc.
35. A student may correct the grade of an examination already passed at the end of the relevant level of study only if this affects his/her overall grade (passed with distinctions). A student in the doctoral study may correct a maximum of two examinations in this way based on a written request and with the written consent of the dean, at the latest by the end of the teaching of the last block of the course. The new result shall be included in the weighted grade point average for the entire course of study.

#### **Art. 14 Stages of Study Monitoring**

1. If the student wishes to continue his/her studies, he/she must:
  - (a) obtain a minimum of 40 credits in the first year of study for advancement to the second year of full-time study at the Bachelor's, Magister's and doctoral levels and 30 credits in the part-time form of study;
  - (b) for each of the four consecutive semesters, a minimum of 90 credits in the full-time form of study and 60 credits in the part-time form of study.
2. A full-time student shall obtain a minimum of 40 credits in the 1st year of study to progress to the 2nd year of study at the Bachelor's degree and the doctoral degree programme. Credits for courses recognised from the previous study shall not be considered when monitoring the compliance with this requirement.

3. The student shall be obliged to register in the AIS all the failed courses in the enrolment list for the new academic year with the indication of the re-enrolment of the course according to the enrolment schedule and instructions for the academic year concerned.
4. A full-time student shall complete the requirements for advancement to the next year of study by the end of the academic year. In the event of failure to meet the requirements, the student's study will be terminated in accordance with Section 66(c) of the Higher Education Law Act.

### **Art. 15 State Examinations**

1. Passing the State examination or State examinations is one of the preconditions for successful completion of the study programme.
2. The State examination may consist of several State examination courses. The subject areas for the State examination shall be published at the beginning of the academic year.
3. The State examination may be taken by a student of the doctoral study programme after meeting the following obligations set out in the study programme:
  - successfully completes all the compulsory courses prescribed for the course of the State examination, except for the State examination,
  - successfully completes the courses prescribed for the 1st-4th registration year in the doctoral study programme in the composition determined by the study programme,
  - submits a final thesis; the above precondition shall not apply to the State examination in the courses of Internal Medicine and Surgery for students of the 5th year of the Dental Medicine study programme.

The State examination may be taken by a student of a Bachelor's or Magister's study programme after meeting the following obligations stipulated by the study programme:

- successfully completes all the mandatory courses prescribed for the course of the State Examination, except for the State Examination,
  - successfully completes the courses prescribed for the 1st-3rd registration year in the Bachelor's study programme, or for the 1st-2nd registration year in the Magister's study programme, in the composition determined by the study programme.
4. The State examination shall consist of a practical part and a theoretical part.
  5. The date(s) of the State examination shall be set by the Dean in accordance with the study schedule for the relevant academic year.
  6. The State examination shall be conducted before an examination board (hereinafter referred to as "the board").
  7. The right to sit for the State examination shall be granted only to university teachers holding the posts of professors and associate professors and other experts approved by the Faculty's Academic Board. In the case of Bachelor's degree programmes, the right to sit for the examination shall also be vested in university teachers holding the post of assistant professor with a third-level university degree.
  8. The chairperson of the board and its composition shall be determined by the Dean from among the persons authorised to examine. The board shall have at least four members.
  9. The conduct of the State examination and the statement of the results shall be public. The decision of the board on the results of the State examination shall take place at a closed meeting of the board.
  10. The courses of the State examination shall be graded with grading grades A to FX.
  11. The overall grade of the State examination shall be "passed with distinction", "passed", "failed", whereby:
    - (a) the grade "passed with distinction" shall be awarded for the state examination if the student has been assessed in the individual State examination courses at the regular date only with the grade A - excellent or B - very good, while the number of grades with the grade A must be higher than the number of grades with the grade B,
    - (b) a pass grade shall be awarded in the State examination if the student fails to comply with the rules under paragraph 11(a) and has not been awarded a grade of FX - failing in any one course,
    - (c) if any course of the State examination has been graded with a grade of FX - failed, the overall grade of the State examination shall be 'failed'.
  12. If a student is unable to attend the State examination on the appointed date for serious reasons, he/she may request to withdraw from the State examination date. The student shall justify his/her absence from the State examination in writing within two working days from the date set for the State examination to the chairperson of the relevant State examination board.
  13. If a student has not attended the State examination without an excuse or has failed the examination and is therefore graded with the grading mark FX - insufficient, he/she may take the examination on the next date according to the schedule of the academic year. The student shall only repeat the part of the State examination in which he/she was assessed with the grading mark FX - insufficient. It is possible to repeat the State examination or the course of the State examination no more than twice within the time limit resulting from Art. 18 (1) (exceeding the standard duration of study).

14. If a student obtains a grade of FX in the practical part of the State examination, he/she is not allowed to take part in the oral, i.e., theoretical, part of the State examination.
15. The student shall be obliged to register for the August date of the State examination no later than 15 July of the given academic year.
16. No grade correction shall be made for the State examination.

#### **Art. 16 Final Thesis**

1. The final theses (hereinafter referred to as "the FT") include the Bachelor's thesis and the Magister's thesis. The result of the defence of the thesis shall be assessed by the grading marks A to FX.
2. The FT shall be submitted by the student in accordance with the Rector's Directive on the Bibliographic Registration, Preservation, Access, and Basic Requirements of Final Theses and Their Components.
3. The academic year schedule shall determine the deadlines for the publication of the draft topics of the thesis and the submission of the thesis. It is the student's responsibility to submit the thesis to the supervisor for review no later than 10 working days prior to the due date for the submission of the FT for that academic year. In case of failure to meet the deadline, the FT supervisor will not make an assessment and the thesis will not be recommended for defence.
4. The student shall elaborate the FT under the guidance of the thesis supervisor (supervisor). The thesis supervisor shall draw up a written assessment of the thesis in the AIS2 and suggest its assessment.
5. The FT will be assessed by a reviewer suggested by the final thesis supervisor, reviewed by the relevant Vice-Dean for Teaching and approved by the Dean. The reviewer shall be an expert in the field. The reviewer shall prepare a written opinion on the thesis in the AIS2 and suggest its evaluation.
6. The student who has elaborated the thesis shall have the right to become familiar with the opinions on the thesis (the opinion of the thesis supervisor and the opinion of the reviewer) no later than three working days before the defence.
7. If for serious reasons (long-term illness, hospitalisation, accident) the student is unable to hand in the thesis by the deadline set in the AY schedule, he/she shall apply in writing to the Dean for an alternative date for handing in the thesis. This application shall be submitted no later than the deadline for the submission of the FT set in the AY schedule. The application shall include a medical report and a statement from the FT supervisor.
8. Based on the result of the originality check, the board in which the thesis is to be defended shall decide whether to accept or reject the thesis as unacceptable plagiarism. As a rule, the indicative threshold for assessing a thesis as unacceptable plagiarism is a 40 % or more percentage match of the text with the database of original texts in the Central Register of theses and dissertations. The final decision on acceptance or rejection of the FT will be made by the relevant board. In the case of rejection of the FT as unacceptable plagiarism, the student shall be assessed at the defence with a grading mark of FX.
9. Except in the case referred to in paragraph 8 of this Article, the student shall have the right to participate in the defence of the thesis. In the same way, the student shall have the right to participate in the defence of the FT even if the proposal for the award of the grade in the supervisor's, the reviewer's or both of them is FX.
10. If the student is assessed with the grading mark FX at the regular term of the defence of the FT, he/she shall have the right to decide to choose a new topic of the FT, to revise the original FT according to the recommendations in the supervisor's and reviewer's opinions or to defend the original thesis at the remedial term, which will usually take place in the academic year concerned.
11. After an unsuccessful defence of the FT, the Dean, based on the written opinion of the chair of the board, shall set a new deadline for its submission. The new deadline may be not earlier than one month.
12. If the result of the defence of the thesis differs by more than two grades from the assessment suggested by the reviewer, the board shall be obliged to justify its assessment separately in the record of the course and result of the defence.
13. If the FT supervisor or the opponent are not members of the Examination Board, they shall be invited to the FT defence and shall have the right to express their opinion during the assessment of the FT defence.
14. The thesis may be elaborated in the Slovak or the Czech languages; if the Head of Department so agrees, it may also be elaborated in another language, as a rule in English. In the case of a thesis in a foreign language, the thesis shall contain a summary in the Slovak language of at least one page.
15. The FT shall not unlawfully interfere with the rights or legally protected interests of third parties, in it shall not infringe the intellectual property rights of a third party or unlawfully deal with classified information or personal data, confidential information or trade secrets of a third party.
16. If, without giving a reason, a student fails to hand in his/her FT by the deadline specified in the AY schedule, he/she will not be allowed to sit for the state examinations.

**Art. 17**  
**Overall Assessment of the Study**

1. The overall result of successfully completed studies at the first level, the second level, and the combined first and second level of the study shall be assessed by two grades:
  - (a) passed with distinction,
  - (b) Passed.
2. A student has passed with distinction if he/she has passed the whole study programme:
  - (a) of the first level or of the combined first and second level, has attained a weighted grade point average better than 1.5 (including the courses of the State examination) and has passed the State examination(s) with the grade "passed with distinction" in due time,
  - (b) of the second level, has attained the weighted grade point average of better than 1.3 (including the courses of the State examination) and has passed the State examination(s) with a pass mark of 'passed with distinction' in due time.
3. If the requirements of paragraph 2 of this Article are not satisfied, the assessment shall be carried out in accordance with paragraph 1(b) of this Article.

**Art. 18**  
**Completion of the Study**

1. A student shall properly complete his/her studies by completing his/her study in accordance with the relevant study programme. Full-time study according to a study programme may not exceed its standard duration by more than two years. The study according to the study programme in the part-time form of study may not exceed its standard duration by longer than three years.
2. The date on which the last of the requirements for the regular completion of the study programme is satisfied shall be the date of the regular completion of the study programme.
3. The evidence of the completion of the study programme and of the award of the relevant academic degree shall be the degree diploma, the supplement to the degree diploma and the certificate of the State examination. The details and particulars of these documents are regulated by Section 68 of the Higher Education Law Act. Graduation certificates shall be issued within 45 days of the completion of the study, as a rule at the graduation ceremony, unless the graduate agrees to a later issue of the certificates at the latest on the date on which the last requirement pursuant to paragraph 2 has been satisfied.
4. The degree diploma, the supplement to the degree diploma, and the State examination certificate shall be issued by the University. As a rule, the degree diploma shall be awarded at an academic ceremony.
5. In addition to the regular completion of the study, the study shall also be terminated for the reasons referred to in Section 66(1) of the HELA.
6. A student's study shall be terminated by expulsion from the study for failure to meet the requirements arising from the study programme and the study regulations, also if the student's study exceeds the standard duration of the study and if he/she fails to pay the prescribed tuition fee by the prescribed deadline despite the Rector's notice to do so. At the request of the student, the Rector may set an alternative date for payment of the tuition fee.
7. The student may apply for review of the Dean's decision on the exclusion from the study against the Dean's decision on the exclusion from the study in accordance with the relevant provisions of the HELA. The Dean may grant the application himself if he/she finds that the decision was made in violation of the HELA or the Faculty's internal regulations. Otherwise, the Dean shall refer the student's application for review to the Rector. The Rector shall reverse the decision if it was made in contravention of the HELA or an internal regulation of the University or the Faculty. Otherwise, the Rector shall reject the application and uphold the original decision. The response to the applicant for review of the Dean's decision shall be sent within 30 days of the receipt of the application for review of the decision on exclusion from the study.

**Art. 19**  
**Suspension of the Study**

1. A student may interrupt his/her study (even repeatedly), as per paragraphs 2 and 3 of this Article, as follows:
  - (a) at the Bachelor's degree level for a cumulative duration of not longer than two academic years,
  - (b) at the Magister's level for a maximum of one academic year,
  - (c) on a joint study programme, for a maximum of three academic years.
2. If a student requests a suspension of his/her study during the teaching part of a semester, enrolment in courses after the commencement after the suspension shall not be considered as re-enrolment.



3. If a student requests a suspension during the part of the AY when teaching is not being conducted, all the credits and grades earned up to the date of the request for suspension shall be recorded. Coursework for which the student has earned a grade of FX or no grade up to the date of the request for suspension shall be considered re-enrolled when the student enters the course after the suspension.
4. A full-time student may suspend his/her study no later than one week after the beginning of the semester without giving a reason. The condition for suspension without giving a reason is that the full-time student:
  - has completed the second enrolled course from the previous semester,
  - has satisfied the requirements set out in Article 14(1) and (2) of these Study Rules and Regulations.
5. For serious reasons (accident, long-term hospitalisation, serious illness, pregnancy) it is possible to suspend the study at any time.
6. Suspension of the study shall not be granted to a newly admitted and enrolled student in the first year of study.
7. During the period of suspension of the study, the student shall not be a student of the University pursuant to Section 69(1) of the HELA and this period shall not be included in the standard duration of his/her study. In the event of an immediate suspension of study for serious reasons, a student may, at his/her request, have a course transferred to the enrolment list created after re-enrolment in the study. If it is necessary to transfer all the courses in the current semester, this semester shall not be counted towards the standard duration of the student's study.
8. Suspension of the study shall be granted/not granted by the Dean of the College.
9. The decision to suspend or not to suspend the study shall contain a statement of the reasons for the decision and a statement of the remedy, including the exact period of suspension of the study, and shall not be subject to appeal.
10. A student who interrupts his/her study ceases to be a student on the date specified in the decision on the suspension of study.
11. A student whose study has been interrupted shall have the right to re-enrol in his/her study after the period of suspension specified in the suspension decision has elapsed.
12. When enrolling after the end of the suspension of the study for health reasons, the student shall provide a medical statement and consent to resume his/her study.

#### **Art. 19a Student Transfers**

1. Transfer shall be understood as the enrolment of a student of another university in a study programme of the same degree in the same field of study offered by the Faculty.
2. A student may apply for a transfer to the Dean of the Faculty. The application for enrolment cannot be submitted by a student who has suspended his/her study at the time of its submission.
3. The application for transfer shall be submitted in writing by the student after all the requirements for advancement to the next year of study, as determined by his/her university, have been satisfied, but no later than 15 August of the year concerned. The application shall be supported by a transcript of previous study results, information sheets or course syllabi, confirmation that he/she is a student at the relevant university at the time of the application, and an application form for university study, all of which shall be certified by the university.
4. The Dean shall decide on the student's application within 30 days of the receipt of the application. The evaluation of the application shall also be based on the availability of facilities and the written opinion of the guarantor of the relevant study programme.
5. If the Dean decides positively on the student's application, he/she shall also notify the student of the date of enrolment and the subjects which the guarantor accepts for the completion of the study programme concerned.
6. On the date of enrolment in a study programme pursuant to paragraphs 1 to 5 of this Article, the student becomes a student of the University and his/her previous study shall be deemed to have been abandoned on the day preceding the date of enrolment.
7. Within three working days of the enrolment, the Faculty's Study Department shall notify the university at which the student has abandoned his/her study as to which student and in which study programme the enrolment has been granted as well as the date of enrolment.

#### **Art. 19b Recognition of Courses Completed, Transfer of Credits and Grades**

1. A student may apply for recognition of the completion of the course(s) from the previous incomplete study when enrolling in the first year of study, no later than 15 September on the prescribed form. The application for recognition shall contain the compulsory annexes.

5. Courses completed may be recognised and the credits and grades obtained may be transferred if they are part of the prescribed programme of study at the Faculty as compulsory, compulsory elective courses and have been assessed with grades A to E or equivalent. Credits earned for the successful completion of a course in the Bachelor's degree programme cannot be transferred in the Magister's degree programme. Similarly, credits cannot be transferred for the successful completion of a course of study which has already been duly completed and for which an academic degree has been awarded.
6. The Dean shall decide on the recognition of courses, or the transfer of credits and grades based on the statement of the course supervisor.
7. Courses taken at the receiving university as part of an exchange programme (Erasmus) shall be recognised by the sending university based on the student's transcript of academic achievements drawn up by the receiving university at the end of the studies. The transcript of study results shall become part of the student's personal study file.
8. The maximum number of compulsory elective courses that may be recognised may not exceed the number of courses in the prescribed study programme.
9. Recognition of the State examination courses is not possible.
10. The maximum aggregate number of credits that may be recognised for compulsory and compulsory elective courses completed during the previous incomplete study at medical faculties of universities other than UPJŠ may not exceed 180 credits, while the number of credits earned in one academic year may not exceed 90 credits. If the period of study in the last academic year at a given university only lasted for one semester, the number of credits earned in that semester may not exceed 60 credits.

#### **Art. 20**

#### **Academic Information System and Study Administration**

1. Administrative tasks related to enrolment in particular courses, setting examination dates, registering for examinations, recording course assessments, publishing Course Information Sheets, syllabuses, sample study plans and publishing the timetables shall preferably be carried out via the University's Academic Information System.
2. It is in the student's interest to continuously check the AIS for data relating to the progress of his/her study.

### **PART III**

### **ADDITIONAL PROVISIONS**

#### **Art. 21**

#### **Doctoral Examinations**

1. Graduates from study programmes who have been awarded the Magister's degree may take the doctoral examination, which includes the defence of a doctoral thesis in the field of study in which they have been awarded their university degree or in a related field of study.
2. Upon successful completion of the doctoral examination, the University shall confer the degree of Doctor of Philosophy ("PhDr.") in the social sciences, arts, and healthcare study programmes.
3. The rules for conducting doctoral examinations shall be laid down in the internal regulations of the Faculty.

#### **Art. 22**

#### **Praises and Rewards**

1. The Rector of the University may award a letter of praise associated with the award of a one-off scholarship to students who:
  - (a) have attained outstanding academic results during their study,
  - (b) have produced an outstanding final thesis,
  - (c) have demonstrated exemplary citizenship or performed an exemplary act,
  - (d) successfully represented the University,
  - (e) actively participated in the activities and development of the University.
2. The rules for the award of the Rector's praise and the related award of a one-off scholarship shall be regulated by the University's Scholarship Regulations and an internal regulation issued by the Rector.
3. The Dean of the Faculty may award praises and rewards to a student enrolled in a study programme carried out at the Faculty in accordance with the internal regulations of the Faculty.

**Art. 23**  
**Transitional and Final Provisions**

1. These Study Rules and Regulations of Pavol Jozef Šafárik University in Košice, Faculty of Medicine shall enter into force as of the date of their approval by the UPJŠ AS and shall become effective on 1 September 2023.
2. As of the date of entry into force of these Study Rules and Regulations of Pavol Jozef Šafárik University in Košice, Faculty of Medicine, the Study Rules and Regulations of Pavol Jozef Šafárik University in Košice, Faculty of Medicine, which was approved as a separate internal regulation of the Faculty by the UPJŠ FM AS on 24 July 2020 and by the UPJŠ AS on 03 August 2020, shall be repealed.

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Assoc Prof. Ing. Jaroslav Majerník, PhD.  
Chairman of the AS UPJŠ FM

.....  
Prof. MUDr. Peter Jarčuška, PhD.  
Dean of the UPJŠ FM

.....  
Prof. MUDr. Jana Kaňuchová, PhD., MBA  
Chairman of the AS UPJŠ

.....  
Prof. RNDr. Pavol Sovák, CSc.  
Rector of the UPJŠ FM

## Annex No. 1

### I. Rules for allocating credits to courses

#### 1. Procedure for allocating the credits:

- A. The number of credits is based on the number of hours of contact teaching (the number of hours prescribed for the course per week = the number of weekly hours)

**A = number of week-hours**

- B. The number of credits further depends on whether the course is assessed on the basis of continuous work during the semester or whether preparation for and successful completion of the examination is also required for passing the course:

- 1 credit is added to the A for courses completed by examination.
- for courses completed without examination, 0 credit is added to A

**B = A + method of assessment**

- C. Finally, the number of credits shall further depend on the estimated amount of extra-curricular work (homework) required to complete the course:

- estimated amount of extra-curricular work is substandard (no more systematic extra-curricular preparation is required and is not checked at all during the semester) = 0
- estimated amount of extra-curricular work is standard = 1
- more than standard ongoing homework is required = 2

**C = B + estimated amount of extra-curricular work**

#### 2. The specific requirements of the extra-curricular work (outputs, theses) shall be specified in the Course Information Sheet:

- one and the same course may not be assessed with different numbers of credits in different study programmes,
- for items that are not part of contact teaching but form part of study programmes and are assessed by credits, the credit rates set by the faculties shall apply.