



## INTERNAL REGULATION NO. 1/2017

### Scholarship Regulations at Pavol Jozef Šafárik University in Košice the Faculty of Medicine

Prepared by: Vice-Deans for education	Date: 09/2017
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The Scholarship Regulations of Pavol Jozef Šafárik University in Košice, the Faculty of Medicine (hereinafter referred to as the "Scholarship Regulations") are, within the meaning of Section 33 Article 3 c) of Law Act No. 131/2002 Book of Statutes (hereinafter referred to as the "Law Act"), the internal regulations of Pavol Jozef Šafárik University in Košice, the Faculty of Medicine (hereinafter referred to as "the Faculty").

### **Article 1 Introductory Provision**

1. The Scholarship Regulations regulate the conditions and way of awarding scholarships to Faculty students.
2. The Scholarship Rules shall apply to all the students of the Bachelor's, Magister's, Doctoral and PhD study programmes run at the Faculty.
3. The scholarship may also be awarded to citizens of the Slovak Republic or to persons residing in the territory of the Slovak Republic, who are studying at higher education institutions abroad during their university studies at UPJŠ.

### **Article 2 Sources and Types of Scholarships**

1. The Faculty provides the students with scholarships from the funds provided for this purpose from the state budget and from its own resources through the scholarship fund.
2. From the state budget, the following types of scholarships are provided:
  - a) social welfare scholarship,
  - b) motivational scholarship,
  - c) scholarship for third-level students (hereinafter referred to as "PhD fellowship").

3. A scholarship may be awarded on a one-off basis or as an amount paid monthly for a fixed academic year. The students of study programmes run at faculties are awarded the scholarships by the Dean.
4. The Faculty provides corporate scholarships to students in accordance with and under the conditions set out in Section 97a of the Act.

### **Article 3 Social Welfare Scholarship**

1. The social welfare scholarship is awarded on the basis of the stipulated conditions to students of the study programmes of the first two levels and the study programmes pursuant to Section 53 (3) of the Law Act, who have permanent residence in the Slovak Republic. The social welfare scholarship contributes to the costs of studying. A student is legally entitled to a social welfare scholarship.
2. Students with special needs may be awarded a social welfare scholarship even after the standard length of study has been exceeded if this is due to their specific needs.
3. The social welfare scholarship may be awarded to a student on the basis of a written application for a social welfare scholarship. The application for the social welfare scholarship is submitted by the student on the prescribed form to the Dean of the Faculty through the Study Affairs Department of the Faculty in which he/she is enrolled. A student enrolled at several faculties may apply for a scholarship to be awarded at just one faculty. The application is submitted in the academic year in which the social welfare scholarship is to be provided.
4. In the case of an incomplete application, the Dean of the Faculty will ask the student to promptly furnish the documents or will request the necessary explanation.
5. For the award of a social scholarship, the student's income and income of their collectively assessed persons. The decisive income, the group of jointly assessed persons, the income level for the emergence of title to social welfare scholarship and other details are governed by the Ministry of Education of the Slovak Republic, Decree on Social Welfare No. 102/2006 Book of Statutes on the award of social scholarships to university students as amended and Law Act No. 601/2003 Coll. on the Life Minimum and on Amendments to Certain Law Acts.
6. The Faculty Dean's decision to award a social scholarship shall be in writing and include a statement on the award of a social welfare scholarship, its amount, the form of payment, payment terms, justification, and instruction on the possibility of filing a request for review of the decision. The decision shall be delivered by post as personal delivery or shall be handed over personally by the authorized staff of the faculty.
7. A social welfare scholarship shall be awarded as of the first day of the calendar month in which the application was submitted until the end of June of the relevant academic year. A student who is a dependent child and is a two-sided orphan or has a specified maintenance obligation from both of their parents, the social welfare scholarship shall also be awarded for the months of July and August of the relevant academic year.
8. A social scholarship may be awarded at the end of the month in which the student ceases to be a student.
9. The Faculty grants a social welfare scholarship in a specified monthly amount not later than the tenth day of the relevant calendar month to the bank account maintained in the Slovak Republic, the number of which shall be indicated by the student in their application for the award of a social welfare scholarship.
10. The student who submitted the application shall be accountable for the correctness of the data given in the application.
11. If the student does not meet the conditions for granting a social scholarship, the Faculty shall not award the social welfare scholarship.

12. If the conditions under which the scholarship was granted are changed, it is the duty of the scholarship beneficiary to immediately notify of this fact the place where the application was filed.
13. The student is obliged to repay an unjustifiably accepted scholarship according to a special regulation.<sup>1</sup>

#### **Article 4 Motivational Scholarship**

1. The Faculty grants the students a motivational scholarship from the state budget in the form of:
  - a) **the field of study scholarship** – shall be awarded no more than fifty percent of the students in the study fields determined in the methodology issued by the Ministry of Education, Youth and Sports of the Slovak Republic under Section 89 (8) of the Law Act, or in the annex to the grant agreement covering the relevant calendar year, taking into account the study results from the previous year of the study. In the case of a student of the first level study programme, in the first year of study the study the academic achievements of the last year of the secondary school study shall be considered;
  - b) **the merit scholarship** – to no more than ten per cent of the students except for the thirdlevel students for excellent fulfilment of their study commitments in the previous academic year;
  - c) **annual awards of the Rector**;
  - d) **a special scholarship**.
2. The field of study scholarship and the merit scholarships shall be awarded by the Dean of the Faculty. In a written decision, s/he shall specify the amount of the scholarship awarded and justification of the award.
3. Calculation of the weighted grade average in the compulsory and optional study subjects in the previous academic year shall become the basis for the assessment of the quality of performing the study commitments. On this basis, the Faculty shall draw up awardee lists of students. The awardee lists may be compiled at the Faculty by the Dean's decision separately by individual study programmes, by groups of study programmes or by years of study. The order in the lists shall begin with the students who have attained the best weighted grade average.
4. The merit scholarship shall be paid out in the relevant academic year as a lump sum and shall be awarded according to the placement on the awardee list in accordance with paragraph 3 of this Article to the students placed in the first tenth of the total number of students registered in their full time study on 31<sup>st</sup> October of the relevant academic year and in the relevant study programme (except for the third-level study curricula).
5. In the event of a tie of the weighted grade average at the level of 10 per cent, the following criteria shall be taken into account in the sequence as follows:
  - a) a higher number of credits attained for the assessed academic year,
  - b) a lower number of attempts required for the successful completion of the course,
  - c) the weighted grade average of the results attained in compulsory subjects,
  - d) the position won at the international, national, and Faculty levels of the Student Research and Professional Activity,
  - e) activities beneficial to the University or the Faculty (engagement in the University or the Faculty Senate, the Student Dorm Radio, etc.).
6. The merit scholarship is provided in one installment by the end of the calendar year concerned.

The faculty shall publish on the official notice board of the faculty and on the faculty website immediately after awarding the scholarship scholarship for at least 14 days:

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<sup>1</sup> Section 451 et subs. of the Civil Code.

- (a) the weighted average threshold for scholarships in individual advisers; and  
(b) the manner in which a student who considers that he / she has met the scholarship criteria may object to the scholarship not being awarded.
7. The Dean's decision to grant a merit scholarship is final and no appeal can be lodged against him.
  8. The Rector's annual prizes are awarded by the Rector on a one-off basis:
    - (a) for outstanding results at graduation ceremonies:
      - study programs II. degree (master) and
      - connected I. and II. degree (PhD);
    - b) for the representation of UPJŠ, usually at the end of the summer semester of the relevant academic year, to students of the first two stages of study programs for:
      - participation in professional and scientific publications in prestigious foreign and domestic journals,
      - successful representation and active participation in UPJŠ activities and development,
      - exemplary civic attitude of a UPJŠ student who, through his / her speech, action or other means, demonstrated a high degree of morality and civic awareness and thus contributed to spreading the reputation of UPJŠ,
      - Representation of UPJŠ in sport, for results in sport and sports activities outside UPJŠ provided that the student is studying in the standard period of study.
  9. For the purposes of these Scholarship Regulations, the fulfillment of the requirements for the award of VCR pursuant to par. 8 písm. (a) of this Article considers:
    - completion of the bachelor study with an average of up to 1.10 (including the state examination) and passing the state examination with the evaluation "A", ) up to 1.10 (including the state examination) and passing all components of the state examination in due course with an "A" rating.
  10. Written proposals for the award of annual prizes under para. 6 písm. (a) of this Article, together with the justification and the necessary documents, shall be submitted by the Dean of the Faculties and the Heads of University Departments to the University Study Office no later than 15 June of the year concerned. Proposals may only relate to activities declared between 16 June of the previous year and 15 June of the year concerned.
  11. The annual prize pursuant to this article may also be awarded by the Rector on his own initiative throughout the academic year.
  12. For the assessment of proposals for annual prizes under para. 6 písm. (a) of this Article, the Rector appoints a committee, usually composed of the Vice-Rector for Education and the Vice-Deans for Education. The Commission shall draw up a joint proposal at its rules meeting, which shall be transmitted to the Rector by 30 June of the year in question at the latest.
  13. Written proposals for annual prizes under para. 6 písm. b) of this Article, together with the documentation of achievement during the whole period of study, submit to the Dean of the faculties and the heads of the university workplaces to the study department of the university no later than one week before the graduation day in the respective study program. The study report will forward the proposal to the Rector.
  14. The student does not apply for the motivational scholarship award and there is no legal entitlement to it.

#### **Article 4a Field of Study Scholarships**

1. The Faculty grants scholarships to students of full-time study in the fields of study specified in the methodology issued by the Ministry of Education, Youth and Sports of the Slovak Republic pursuant to Section 89 par. 8 of the Act for the respective calendar year.

2. A scholarship may be awarded to a student only once per year of study within the standard length of study.
3. The trade scholarship shall be awarded by 15 November of the relevant academic year and shall be provided in one installment by the end of the calendar year concerned.
4. The learning outcomes of a previous study shall be taken into account when deciding to award a trade scholarship.
5. For the purposes of granting a scholarship, students shall:
  - the first year of study in the Bachelor's degree programs shall take into account the learning outcomes of their last year of study at secondary school, excluding the results of the school-leaving examination,
  - students of the second and third years of bachelor's degree programs shall take into account the weighted average of compulsory and compulsory optional subjects for the previous academic year.
6. Students are ranked in the Advisory List from the lowest weighted average to the highest weighted average (for the first year students the average of the study is taken into account). The Faculty creates special advisers for each field of study and year of study.
7. In the case of equality of weighted study averages, further criteria shall be taken into account:
  - (a) conducting tests in due time;
  - (b) multiple tests rated 'A'.
8. The Dean grants trade scholarships to 15% of the students in the relevant advisor. The number of students thus determined in the relevant advisory is rounded up to the nearest whole number.
9. A trade scholarship is awarded without an application to students who meet the criteria for admission under this article or according to the scholarship regulations of the faculty.
10. The Dean's decision to grant a trade scholarship is final and no appeal can be lodged against him.
11. By 30 September of the calendar year at the latest, the student of the first year of study shall submit to the Study Department a certified copy of the secondary school certificate from the last year of study.
12. The faculty shall publish on the official notice board of the faculty and on the faculty website immediately after awarding a scholarship for at least 14 days:
  - (a) the weighted average threshold for the award of a scholarship in individual advisers; and
  - (b) the manner in which a student who considers that he or she has fulfilled the criteria for awarding a trade scholarship may object to the non-recognition of a trade scholarship.

### **Article 5 PhD Fellowship**

1. UPJŠ shall provide the PhD fellowships to all the PhD students enrolled in the full-time study during the standard duration of the study programme for which they were enrolled, provided they already have not attained their third-level higher education. The PhD fellowship shall consist of the following two parts:
  - a) the eligible one - a regular monthly amount paid out throughout the entire academic year (12 months),
  - b) the ineligible one - accorded for excellence in study and science.
2. The PhD fellowship under paragraph 1 a) hereof shall be awarded at the rate of:
  - a) at least the 9<sup>th</sup> grade and the first salary level in accordance with Law Act No. 553/2003 Book of Statutes on remuneration of certain employees performing work in public interest, as amended, for the PhD students in the period from the date of enrolment for their PhD studies until the date of passing their dissertation examination,
  - b) at least the 10<sup>th</sup> grade and the first salary level in accordance with Law Act No. 553/2003 Book of Statutes on remuneration of certain employees performing work in public

interest, as amended, and for the PhD students in the period from the date of passing their dissertation examination until the date of completion of their study.

3. The ineligible portion of the fellowship pursuant to paragraph 1 subparagraph b) shall be awarded by the Dean on the motion by the supervisor, the head of the department or the institute, as a lump sum or as a monthly amount paid out during a specified period of the relevant academic year, if the budget of the Faculty allows for its award.
4. The fellowship shall be awarded no later than by the 10<sup>th</sup> day of each month following the month for which the fellowship is paid out by the transfer to personal bank accounts. If the student completes their studies before end of the relevant month, providing of the fellowship shall end up on the last day of the month of the successful defence of their dissertation thesis.
5. In the event of suspension or unsuccessful termination of the study, the fellowship shall be reduced, and only its aliquot part shall be paid out as to the date of suspension or termination of their PhD studies.

### **Article 6 Scholarships From the Faculty Own Resources**

1. The Faculty shall award scholarships from its own resources and within the limits of its possibilities to students and graduates for whom no more than 90 days have elapsed from the date of the due completion of their study. The criteria according to which the scholarships shall be awarded and their maximum amount are given in Annex 3 hereto.
2. Scholarships in accordance with paragraph 1 of this Article shall be awarded in particular:
  - a) for achieving excellence in performing one's study commitments;
  - b) for achieving excellence in research and development;
  - c) for achieving excellence in successful representation of UPJŠ in science, arts, culture, or sport on at least the national level;
  - d) for one's active contribution to the development of the Faculty.
3. The faculty may award the student as a one-off or regular social support in life situations worthy of special consideration. The student applies for a scholarship by means of an application, which forms Annex 2 to these Scholarship Rules. The amount of the scholarship is decided by the Dean of the Faculty.
4. Own resources scholarships, with the exception of scholarships under para. 3 of this article the student does not apply.
5. The decision of the Dean to grant a scholarship under this Article is final and cannot be appealed against.
6. Students are not legally entitled to scholarships awarded from their own resources.
7. To the extent possible, the Faculty may also grant loans to its students from the scholarship fund. The conditions for granting the loan, its amount, method of repayment and other details shall be set by the Rector of the University in a special regulation.

### **Article 7 Reasons For Not Awarding the Scholarships**

1. The scholarship cannot be awarded to a student during the suspension of their study, during which time s/he is not student by law.
2. The social-welfare scholarship cannot be awarded to a student:
  - a) who studies in the first-level study programme, if s/he has already completed another first-level education;
  - b) who has already completed the second-level university education;
  - c) who was awarded a social-welfare scholarship in any given year of study or its part in the study programme of the appropriate level of higher education; for the purposes of this paragraph, the first three years of their study in the study programmes under Section 53 paragraph 3 of the Law Act shall be considered the study in the first-level study programme, and the fourth year and subsequent years of study in the study programme

under Section 53 paragraph 3 of the Law Act shall for the purposes of this paragraph be considered the first year of study in the second-level study programme, and the subsequent years of study shall be considered accordingly; the period during which the student was beneficiary of the social-welfare scholarship in the relevant year of study shall be rounded up to whole years upwards;

- d) who studies the particular study programme for longer than the standard duration of the study, with the exception of students under Article 3.2;
  - e) who studies in the part-time form of study.
3. Motivational scholarship cannot be awarded to a student who:
- a) had in the previous academic year his/her study suspended;
  - b) enrolled in the previous academic year for the study subjects in the number of less than 50 credits;
  - c) in the previous academic year s/he failed one or more of the enrolled compulsory and optional study subjects;
  - d) studies in the part-time study, with the exception under Article 4 paragraph 1 subparagraphs c) and d).
  - e) exceeded the standard length of study in the selected field of study in the previous academic year,
  - f) has been subject to disciplinary action or disciplinary action.

### **Article 8 Reviewing the Decision**

- 1. A student may appeal against a decision on granting / not granting a social scholarship in accordance with Sections 53 to 61 of the Rules of Administrative Procedure.
- 2. The appeal shall be lodged with the Dean who issued the contested decision. The Dean may decide on the appeal itself if the appeal is fully upheld. If the Dean does not decide on the appeal, he shall submit it to the Ministry of Education, Research and Sport of the Slovak Republic, which is the appellate body in deciding on the granting of the social scholarship, within 30 days from the date on which the appeal was delivered to him. it shall inform the party thereof. '

### **Article 9 Common and final provisions**

- 1. These scholarship regulations were discussed and approved by the Academic Senate of UPJŠ in Košice, Faculty of Medicine on 20.09.2017.
- 2. These scholarship regulations come into force on the day of their approval in the Academic Senate of UPJŠ in Košice, Faculty of Medicine and come into effect on 20.09.2017.
- 3. 1 to the Scholarship Regulations of the UPJŠ LF was approved at the meeting of the AS UPJŠ LF on 06/19/2019.
- 4. 1 of the Scholarship Code of UPJŠ LF comes into effect on 01.09.2019.

doc. Ing. Jaroslav Majerník, PhD.

UPJŠ in Košice Faculty of Medicine  
Academic Senate President

Prof. MUDr. Daniel Pella, Ph.D.  
Dean of the UPJŠ FM





Annex 1 to the Faculty Scholarship Regulations

PROPOSAL FOR THE AWARD OF SPECIAL SCHOLARSHIP			
Proposer			
Student's name and surname			
Year of study:		Study programme	<input type="checkbox"/> VL <input type="checkbox"/> ZL <input type="checkbox"/> Oš. <input type="checkbox"/> F <input type="checkbox"/> VZ
Level of study:		<input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> joined 1 <sup>st</sup> and 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>	
I propose to award a special scholarship in accordance with Article 4 (7) of the Faculty Scholarship Regulations.			
<input type="checkbox"/>	Excellent results in scientific activity (e.g. authorship, co-authorship, which represents a significant contribution in the field of science, research, teaching and within the Faculty units).		
<input type="checkbox"/>	Excellent result in sport and arts.		
<input type="checkbox"/>	Successful representation of the Faculty, the University or the SR in student scientific activities or in knowledge, arts, and sports competitions.		
<input type="checkbox"/>	An exemplary civic attitude that, through its manifestation, act or other means, demonstrated a high degree of morality and civic awareness, and thus contributed to spreading the good name of the Faculty or the University.		
<input type="checkbox"/>	Active participation in the activities and development of the UPJŠ Faculty of Medicine.		
<input type="checkbox"/>	Excellent fulfilment of study duties throughout the course of the study.		
Documents proving the activity concerned shall be documented with the proposal to award a special scholarship.			

Date: .....

.....  
Signature of the proposer

**Dean's opinion:**

I hereby  approve

disapprove the presented proposal

Date: .....

.....

Dean of the UPJŠ FM

# PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE

## Faculty of Medicine



Annex No. 2 to the Faculty Scholarship Regulations

### APPLICATION to provide a social welfare support

STUDENT WILL FILL IN:

<i>Student's name and surname</i>	
<i>Study programme</i>	
<i>Year of study:</i>	
<i>Address:</i>	
<i>E-mail:</i>	
In accordance with Article 6 (3) of the Faculty Scholarship Regulations	
<b><u>Justification of the application:</u></b>	
<i>List of annexes<sup>1</sup>:</i>	
<i>Date:</i>	
<i>Signature of the student:</i>	

**FACULTY DEAN'S OPINION:**

Opinion:	
Date:	
Signature:	

### Annex No. 3 to the Faculty Scholarship Regulations

<b>Award criteria for scholarships - "Dean's Award"</b>		
in accordance with Article 11 (1) t) of the Faculty Statute		
Criterion	Study programmes	Amount of scholarship (maximum)
<b>1. Excellent performance of study duties throughout the course of study (passed with honours)</b>		
a) weighted study average 1.00	for all the study programmes	350.00
b) weighted study average 1.01 - 1.10	for all the study programmes	300.00
c) weighted study average 1.11 - 1.29	Doctoral Magister Bachelor	250.00 125.00 125.00
d) weighted study average 1.30 - 1.49	Doctoral Bachelor	150.00 75.00
<b>2. Attaining excellence in R &amp; D - original scientific work in:</b>		
a) current-issues journal - the first author	for all the study programmes	150.00
b) current-issues journal - co-author		100.00
c) a non-current-issues journal abroad		75.00
<b>3. Extraordinarily successful representation of the Faculty in the field of science, art, culture or sport at least at the national level - position:</b>		
a) 1 <sup>st</sup> – 3 <sup>rd</sup> position at an international congress or Student Research and Professional Work**	for all the study programmes	100.00
b) 1 <sup>st</sup> – 3 <sup>rd</sup> position in the field of sport abroad or the 1 <sup>st</sup> position in the SR		

<b>4. Active contribution to the development of the Faculty at the national and the international levels</b>	for all the study programmes	100.00
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\*\* depending on the geographical area