



**INTERNAL REGULATION NO. 3/2016**

**Study Rules of Procedure Pavol Jozef Šafárik University in Košice  
the Faculty of Medicine**

Full wording of the Study Rules Pavol Jozef Šafárik University in Košice  
the Faculty of Medicine in wording of the 1<sup>st</sup> Amendment



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Approved by: UPJŠ FM Academic Senate	Date: 30/09/2013 Date of last update: 16/05/2016
Approved by: UPJŠ Academic Senate	Date: 03/10/2013 Date of last update: 16/06/2016
Number of copies: 4	1 copy for Dean's Office 1 copy for Study Department 1 copy for Academic Senate of UPJŠ FM 1 copy for Academic Senate of UPJŠ
Valid as of 03/10/2013 Valid as of 16/06/2016	Effective as of 03/10/2013 Effective as of 01/09/2016
Retention period:	10 years

Within the meaning of Section 9 paragraph 1 subparagraph b) in conjunction with Section 33 paragraph 3 subparagraph a) Law Act No. 131/2002 Book of Statutes on Higher Education as amended (hereinafter referred to as “LAHE“), these Study Rules of Procedure are an internal regulation of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "the University“), the Faculty of Medicine (hereinafter referred to as “the Faculty“).

## **PART I GENERAL PROVISIONS**

### **Article 1 Recitals**

1. The study at the Faculty is of university character, and within the framework of these Study Rules of Procedure, the students are eligible to complete different parts of the study programme at the Faculty of Medicine, as well as other Faculties of the University. Individual study programmes are implemented and administered within the designated range at the Faculty in accordance with the decision of the Accreditation Board and the Rector of the University.
2. These Study Rules of Procedure are an internal regulation of the Faculty and regulate the rules for the Bachelor, Magister, and doctoral study programmes at the Faculty.
3. The Faculty Study Rules of Procedure are mandatory for all of the students, University teachers (hereinafter referred to as “teachers“) and other staff who manage and provide the study at the Faculty.

### **Article 2 Levels and Forms of Study at the Faculty, Standard Length of Study**

1. The Faculty provides higher education accredited at all three levels of study:
  - at the first level: Bachelor degree programmes,
  - at the second level: Magister degree programmes,
  - at the inter-connected study of the first two levels of study: doctoral degree programmes
  - at the third level: PhD programmes.
2. The University and its Faculties provide university education in the fields of study, or in a combination of two fields of study in the accredited study programmes, whose list is published by the University in a manner as provided by law.
3. The draft study programmes that are provided at the Faculty are submitted by the Dean of the Faculty after consulting them at the Faculty Academic Senate for approval to the Faculty Academic Board.
4. Higher education is carried out in the full-time or part-time forms of study. Both of the types of study may be carried out in the full-time, distance, or the combined methods of study.
5. The organization of all the levels and forms of higher education at the Faculty of Medicine is based on the credit system of study.
6. The Faculty provides lifelong learning on the basis of Law Act No. 386/1997 Book of Statutes on Further Education and on the amendment to Law Act No. 387/1996 Book of Statutes of the Slovak Republic on Employment as amended by Law Act No. 70/1997 Book of Statutes as amended.

7. On request, the Faculty provides the teaching of individual study subjects for other Faculties of the University, colleges or institutions.
8. The standard period of study in its full-time form of study at the Faculty for individual forms of study programmes is as follows:
  - a) three years at the first level (Bachelor degree programme), including field training;
  - b) two years at the second level (Magister degree programme following the Bachelor degree programme), including field training;
  - c) five years at least and 6 years at the longest at the inter-connected first and second levels of university education (the doctoral study programme);
  - d) the PhD study programme lasts for three to four years; in its part-time forms it lasts for five years at the longest.
9. The Faculty provides university study under the accredited study programmes, whose list the Faculty will publish as laid down in the relevant Law Act.<sup>1</sup>
10. The University awards the following academic degrees to its graduates:
  - "Doctor of General Medicine" ("MUDr.") in the degree programme of General Medicine;
  - "Doctor of Dental Medicine" ("MDDr.") in the degree programme of Dentistry;
  - "Bachelor" ("Bc.") in the first-level degree programme;
  - "Magister" ("Mgr.") in the second-level degree programme.

### **Article 3 Rights and Obligations of Students**

1. The applicant admitted to the study becomes a student of Pavol Jozef Šafárik University, Faculty of Medicine, by enrolling in the university study provided by this Faculty.
2. The student has the following particular rights:
  - a) to study in the study programme for which s/he was admitted;
  - b) to create one's own curriculum under the study programme rules;
  - c) to enrol in the higher part of the study programme on the condition of complying with the obligations as prescribed by the study programme or the Study Rules of Procedure;
  - d) to choose one's own the pace of study and the sequence of completing the individual study subjects while observing time and capacity constraints inherent in the study programme and maintaining their prerequisite arrangement;
  - e) to apply for study at another university, even abroad (academic mobility), as part of their university study;
  - f) to participate in the research, development, artistic, and other creative activities at the University;
  - g) to participate in the establishment and operation of independent associations operating at the University in accordance with applicable legal regulations;
  - h) free exercise opinions and comments on higher education;
  - i) to express at least once a year their opinion on the quality of teaching and teachers through an anonymous questionnaire;
  - j) to have access to information and advisory services relating to the study and placement of graduates;

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<sup>1</sup> Section 54b Law Act on Higher Education

- k) if being under an obligation to pay tuition under Section 92 paragraph 5 LAHE, to decide in which programme of study s/he will be studying on the tuition-free basis in the given academic year, if entitled to receiving education free of charge;
  - l) to lodge complaints to the Faculty Dean and their administering: reception, registration, and examination.
3. The student's study obligations follow from the study programme enrolled and from the Study Rules of Procedure. The student shall comply with the internal regulations of the University and its units. The student shall, in particular:
    - a) protect and economically use the property, assets, and services of the University and the Faculty;
    - b) pay tuition and fees associated with the study by law within the meaning of the University Fee Rules of Procedure and truthfully state the facts essential to determining the former;
    - c) notify the Faculty, at which s/he is properly registered, the address designated for the service of process;
    - d) appear personally on the written summons from the Dean or an employee of the Faculty authorized by the former to discuss issues related to the study subject or completion of the study or those related to his/her rights or obligations;
    - e) undergo medical examinations and vaccinations required by the Faculty in the respective years of study;
    - f) attend at the beginning of the semester a briefing on the protection and safety at work and fire protection. This instruction is repeated in cases where the study subject is taught for two or more semesters.
  4. In accordance with the Higher Education Law Act, the authorities of the Faculty academic self-government have the right to decide on behalf of the University in matters of academic rights and responsibilities of students enrolled in the study under the study programmes as provided by the Faculty.
  5. Under the Higher Education Law Act, the University student is a member of the University academic community; when studying the study programme at the Faculty s/he is a member of the Faculty academic community.
  6. The student may be subject to disciplinary action for culpable violation of law or public order, the University or other internal regulations of the University or the Faculty at which the student is studying.
  7. The details of the procedure for disciplinary offense are governed by the University Disciplinary Rules of Procedure or, respectively, by the Faculty Disciplinary Rules of Procedure.
  8. The student ceases to be a student:
    - a) if s/he properly completes his study under the relevant study programme of study, the date of completion being the date when the student meets the last condition as prescribed for the proper completion of the study programme, in which s/he was enrolled;
    - b) if s/he fails to complete the study within two years from the deadline for completion the standard length of study;
    - c) if excluded from the study for failure to meet the requirements of the study programme and the Faculty Study Rules of Procedure;
    - d) if excluded from the study on the basis of disciplinary action taken;
    - e) if the study programme which s/he studies is revoked and the student did not accept the offer to continue his/her study under another study programme;
    - f) if s/he left the study;

- g) if s/he interrupted his/her study;
- h) in the event of the death of the student.

#### **Article 4** **Teaching Staff**

1. The University teachers act as in the positions of professor, visiting professor, associate professor, assistant professor, assistant, and lector.
2. PhD students in their full-time form of the PhD study are, and researchers and part-time PhD students may be involved in teaching.
3. If so required by the implementation of the study programme, experts from research and practice may participate in teaching.

#### **Article 5** **Study Advisor, Coordinator**

1. Study consultants (tutors) act at the Faculty for providing counselling services to students, especially in preparing their curricula. The study consultants are appointed and/or revoked by the Dean. Their role contains the following:
  - a) providing students with the necessary information on the Study Rules of Procedure, in particular to assist first-year students in their transition to university study methods;
  - b) notifying the Faculty management of potential problems in teaching and learning issues;
  - c) at the request of the Dean or the Institute or Department Chairperson, to comment on some applications of students.
2. To ensure student mobility, the Dean appoints from among the University teachers a Faculty coordinator whose tasks include organizing international cooperation in the field of education, resolving problems associated with sending and receiving students, and providing consultancy services on study opportunities in cooperation with the international relations officer of the Dean's Office.
3. To perform the tasks listed in paragraph 2) of this Article, the Faculty Dean appoints from among the teachers of the Faculty a coordinator of mobility, where necessary also those of an institute or a department.
4. If teaching is provided by several institutes or departments, the Dean appoints a coordinator of teaching, who is in charge of the temporal and professional coordination of teaching individual study subjects.

### **PART II** **Organization of Study**

#### **Article 6** **Admission to Study**

1. Anybody meeting the basic admission requirements under Section 56 LAHE, other conditions for admission under Section 57 LAHE, and other conditions determined by the Faculty, is eligible to study in the selected study programme at the University, provided the selected programme of study is operative at the Faculty.

2. The Dean of the Faculty shall publish in good time in advance, not later than 20<sup>th</sup> September of the academic year preceding the academic year, in which the study is to begin in the case of the Bachelor degree programme or a degree programme under Section 53 paragraph 3 LAHE and for other study programmes no later than two months before the deadline for the submission of applications for the study, the date and terms of admission, the date and method of verifying compliance, and if the admission examination is part of verification of aptitude for the study, then also the form and general content of the examination and the method of assessment of its results, as well as the information on the number of applicants whom the Faculty is planning to admit for the study in the particular study programme.<sup>2</sup>
3. One proper date and one alternative date shall be set for carrying out the admission examination.
4. The Dean may grant an alternative date to the applicant who so requests in writing. The reasons for permitting an alternative date may include sudden illness or studying abroad, if such a sojourn is preparation for the study at the University, or the applicant 's participation at an admission examination at another Faculty of the University.
5. The facts under paragraph 2 above are published on the Faculty official notice board and its web site. These facts may not be subsequently changed until the completion of the admission procedure.
6. A written application for to the study shall be submitted on the prescribed form, within a specified period, and shall be signed by the applicant. The applicant with special needs may enclose to his/her application another application, on the basis of which and after the assessment of the specific needs, a form of the admission examination shall be determined, as well as the method of passing the same, taking into account his/her specific needs.<sup>3</sup>
7. If the application is not properly completed, or if it does not contain any of the annexes required, the Faculty will invite the applicant to remedy the shortcomings within a specified time limit. If the applicant fails to do so within the deadline specified, the application shall be considered void.
8. The letter of invitation for the admission examination shall be sent no later than 28 days before the procedure.
9. The Dean or the Associate Dean in charge shall discontinue the admission examination of the applicant, if the applicant is found guilty of fraud or misconduct that is contrary to the rules announced at the beginning of the admission examination. The results of the admission examination so discontinued are not assessed, the applicant is not granted any alternative date of the admission examination and his/her admission examination is considered failed.
10. Admission to the study programme shall be decided by the Dean.
11. The decision on the result of the admission procedure shall be made in writing within 30 days from the date of verification of complying with the conditions for admission and shall be delivered to the applicant as personal service. The applicant whose whereabouts are not known, shall be served the decision by posting it on the official notice board of the Faculty for 15 days. The last day of this period will be considered the date of service.
12. The applicant who fails to demonstrate compliance with the essential conditions for admission under Section 56 LAHE at the time of monitoring compliance with the conditions for admission, the Dean may issue a decision on the conditional admission to study. In the event that the student fails to demonstrate that the essential conditions for admission are complied with no later than the date for enrolment, the Dean shall issue a decision on

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<sup>2</sup> Section 57 paragraph 5 LAHE

<sup>3</sup> In accordance with stipulations of Section 100 paragraph 9 subparagraph b) LAHE

conditional admission cancelling the decision on the admission of the applicant for study and shall issue another decision on non- admission the applicant for study.<sup>4</sup> If the student demonstrates that the essential conditions for admission have been complied with no later than the date for enrolment, s/he shall be deemed duly admitted to study in the selected study programme.

13. The applicant has the right to have access to viewing the documents on his/her admission procedure no later than 10 days from service of the Dean's decision. An access to viewing one shall understand that the applicant may read the documents and make the replica or extracts of these.
14. Having access to viewing the materials is the exclusive right of the applicant or a person authorized by him in writing in designated areas of the Faculty and in the presence of persons appointed by the Dean.
15. If the applicant establishes that his/her examination was incorrectly assessed or there occurred an error in determining the final number of points obtained, the same shall notify the fact to the person who is, within the meaning of paragraph 10 present at the access to viewing and shall give the same in his/her application for review of the decision on non-admission for the study.
16. The Dean shall examine the objections raised by the applicant for admission to study in the latter's application for review of the decision. Should it be established that the applicant has been aggrieved through an error on the part of the Faculty, the Dean shall put the applicant on the waiting list according to the corrected number of points earned and make a written notation of the same.
17. The applicant, who has been served the decision of non admission for the study, may file an application for a review of that decision. The application for the review of the decision shall be served to the Dean within 8 days of its service.
18. Registration of applicants admitted to the study may be carried out before the start of the academic year, if so determined by the Faculty. The applicant will then become a student before the beginning of that academic year, if s/he informs the Faculty in writing within 15<sup>th</sup> August that s/he cancels their registration.
19. The Faculty shall be entitled to request information from the applicant if the latter enrolls for the study. The applicant shall give such information to the Faculty by the date specified by the Faculty. The right of the applicant to enrol expires, if s/he answers the question whether s/he enrolls for the study in the negative, or fails to respond within the specified deadline.

## **Article 7**

### **Study Programme, Curriculum**

1. The study programme is a set of study subjects, which consist of educational activities, which are mainly represented by lectures, seminars, exercises, project assignment, laboratory work, internships, excursions, special field training, state examination and combinations thereof, and a set of rules designed in such a way that successful completion of these learning activities, while observing the above rules, enables one to attain university education.<sup>5</sup> Preparation and implementation of the study programme is the responsibility of the study programme guarantor.

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<sup>4</sup> Section 58 paragraph 1 LAHE

<sup>5</sup> Section 51 paragraph 2 LAHE

2. The study programme is specified in greater details by the particulars as set out in the LAHE.<sup>6</sup>
3. The curriculum is drawn up by the student him/herself or with the help of their academic advisor from the offer of study subjects of the study programme so as to meet the rules as set out by the study programme and the regulations of these Study Rules of Procedure.

### **Article 7a** **The Study Documents**

"The Study Documents and its usage are defined in Paragraph 67 of the Universities Act."

### **Article 8** **Study Programme Subjects**

1. The study subject is the basic unit of teaching.
2. Each study subject is uniquely identified by its code and name and is designed for a single semester.<sup>7</sup> The essential particulars on the nature of the study subject are set out in the information form of the study subject.
3. The study subjects included within the study programme are, according to the obligation to be completed, categorized into the following types:
  - a) mandatory - their completion is a prerequisite for a successful completion of the part of the study or of the study programme;
  - b) mandatory optional – these illustrate the nature of the study and allow the student to adapt their curriculum to their individual interests, according to their choice and in the pattern as set out in the study programme;
  - c) elective – these are other study subjects that the student may register to complete their study and obtain a sufficient number of credits in the relevant part of the study.
4. Mandatory and mandatory optional study subjects are as a matter of rule taught at the Faculty, which runs the curriculum. Study subjects taught at another Faculty following an agreement between the Deans of those Faculties may be included within mandatory and mandatory optional study subjects.
5. The student registers elective study subjects from among the study subjects on the offer of their study programme, but also from the offer of other study programmes of the Faculty or other faculties or colleges within the rules in effect.
6. The study subjects in the study programme are divided according to their follow-up as follows:
  - a) study subjects without a follow-up - registration of such a study subject is not a condition for the completion of another study subject;
  - b) study subjects that are prerequisite to other study subjects – registration of such a study subject is only possible after successful completion of another study subject or study subjects - prerequisites.
7. The following rules apply for the completion of prerequisites and related study subjects:

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<sup>6</sup> Section 51 paragraph 4 LAHE

<sup>7</sup> Section 62 paragraph 2 LAHE and Section 4 paragraph 1 Annex No. 1 to the Ministry of Education, Science, Research, and Sport of the Slovak Republic Decree No. 614/2002 Book of Statutes on the accredited system of study as amended.

- a) If a student fails to pass the pre-requisite study subject with assessment in the given academic year (hereinafter the “AR”) s/he may apply for the deletion of the follow-up study subject from the registration letter no later than on the first week of the follow-up semester, otherwise the follow-up study subject will be assessed by the grade “X - ungraded“ in the AIS (equivalent to “FX“ weighing 4 to calculate the weighted average).
  - b) If the follow-up of the semesters of the repeatedly registered prerequisite study subject and the follow-up study subject in that AR allows the completion of the follow-up study subject, the student has the right to register that study subject as subsequent entry no later than on the first week of the semester and complete the study subject in its full extent.
  - c) If the student has completed the study subject properly, but has failed to obtain assessment, or has failed in complying with the conditions for applying for the examination date, after repeated registration s/he shall pass the mandatory study subject repeatedly, unless otherwise decided by the teacher. The teacher may decide whether the results of continuous assessment at the first registration of the study subject enable the former to pardon the contact teaching after the second registration of the study subject.
8. The degree thesis is part of the study, which, alongside with its defence constitutes one study subject. The degree thesis defence is included within the subjects of the state examination.

### **Article 9**

#### **Credit System of Study**

1. The credit system of study enables one to assess the student's credit chores related to completing the study subjects in accordance with the rules contained in the study programme, promotes the openness of the University from within, supports mobility of the students, and provides the student the opportunity to participate in the creation of their curriculum.
2. Credits are numerical values assigned to study subjects that characterize the amount of work necessary to acquire the prescribed learning outcomes.
3. The standard student workload for one academic year of full-time study is 60 credits, 30 credits per semester.
4. The standard student workload for a full academic year in the part-time study is 48 credits. That condition applies to students admitted to the study programme accredited after 1<sup>st</sup> January 2013.
5. The total number of credits required for proper completion of the study is set out as follows:
  - a) for the three-year Bachelor degree study - 180 credits;
  - b) for the four-year Bachelor degree study - 240 credits;
  - c) for the one-year Magister degree study - 60 credits;
  - d) for the two-year Magister degree study - 120 credits;
  - e) for the three-year Magister degree study - 180 credits;
  - f) for the four-year Magister degree study - 240 credits;
  - g) for the doctoral degree study - 360 credits;
  - h) for the three-year full-time and the corresponding part-time PhD degree study - 180 credits;
  - i) for the four-year full-time and the corresponding part-time PhD degree study - 240 credits.
6. The student is awarded credits upon successful completion of the study subject. Credits may be awarded for the given study subject only once during the entire study.

7. Credits awarded for passing the study subject are accumulated for the student. One of the conditions for continuing his/her study after the predetermined monitoring stage of the study is to obtain the required number of credits within the structure under the study programme.
8. If the student completes a period of study at another faculty or another university in the Slovak Republic or abroad on the basis of an agreement for study (within academic mobility), the credits awarded shall be approved on the basis of statements of results made for the student by the faculty or the university at which the student obtained the same.
9. On the written request of the student and after consultation with the study subject guarantor, the Dean may validate the study subject implemented at the receiving faculty, which as to its extent and content is similar to the study subject at the sending faculty, and which the student successfully completes within the duly approved mobility, instead of the relevant study subject of the student's study programme.
10. The procedure for validating the study subjects and credit transfer study subjects is referred to in Article 21 of these Study Rules of Procedure.

### **Article 10** **Time Schedule of Study**

1. The academic year commences on 1<sup>st</sup> September of the current year and terminates on 31<sup>st</sup> August in the following year.
2. The academic year is divided into the winter semester and the summer semester, the winter holidays and the main holidays.
3. Each semester consists of the teaching period and the examination period. The examination period is intended for final verification of students' knowledge of the study subject to the extent as is provided in the study subject information form updated in every case for the respective academic year.
4. The teaching part of the semester includes 14 weeks of teaching, the examination period lasts for at least 5 weeks. The Dean may modify the schedule of teaching in the block system of teaching in other ways.
5. The schedule of study for the next academic year is determined by the Rector in consultation with the Dean of the Faculty, not later than four months before its commencement.
6. Professional field trainings are held during the main holidays.
7. If the student registers a study subject at another faculty, s/he shall complete it in line with the period of the semester at the faculty, where the study subject is taught.

### **Article 11** **Registration of and Completing the Study Subjects**

1. Registration takes place within the deadlines as set out in the Faculty schedule for a period of one academic year.
2. Registration is mandatory for the student. If the student fails to appear for registration for the next period of study, or fails to appear for a repeated registration after a break on re-entry, the Faculty shall ask the student in writing to appear for registration within ten working days of the date of receipt of that service of process.

If, after being served the service of process the student fails to appear for registration within the prescribed period and does not even apply for an extension of this deadline, the date, by

which the student should have registered for the next period of study or in which s/he should have re-registered, shall be deemed the date on which the student left the study.

3. The University distinguishes between preliminary registration and administrative registration. By making his/her preliminary registration, the student declares his/her binding interest in the study of mandatory optional and elective study subjects of for the next academic year. Administrative registration confirms the student's progress in the next year of study after fulfilling the conditions for continued study. It also includes a closer specification of the preliminary registration after verification of capacity and time options of the selected study subjects taught, as well as the possibilities of the student him/herself.
4. The Faculty Institutes' and Departments' Head Physicians will publish in the AIS the minimum and the maximum number of students registered for the study subject for the following academic year not later than by 30<sup>th</sup> April. If the study subject which the student register is of limited capacity (due to available premises, personnel or other reasons), it is necessary to allow the students to register in the following order:
  - a) students of the Faculty, for whom the study subject is mandatory;
  - b) students of other faculties of the University, for whom the study subject is required;
  - c) students of other universities, who register the study subject under study contracts;
  - d) students of the Faculty, for whom the study subject is optional;
  - e) students of other faculties of the University, for whom the study subject is mandatory optional on the basis of an agreement between the respective faculties;
  - f) students of the Faculty, for whom the study subject is elective;
  - g) students of other faculties of the University, for whom the study subject is elective;
  - h) students of other universities, for whom the study subject is elective.
5. If after making the arrangement under paragraph 4 hereof the number of applicants in the study subject exceeds the fixed capacity, the Institute or Department Head Physician shall decide on registering the study subject by the students.
6. Within the relevant categories as referred to in paragraph 4 hereof, the students with a higher number of the years of study passed shall prevail.
7. By making registration, the student determines what part of the duties prescribed by the study programme s/he wishes to attend. Terms and conditions for successfully completing the study subject are listed in the information form.
8. The mandatory study subject registered and not completed may be re-registered during the study one more time. After the second failed attempt at completing a mandatory study subject, the student is excluded from the study according to Section 66 paragraph 1 subparagraph c) LAHE.
9. The mandatory optional study subject registered but not completed may be re-registered one more time, or any other study subject may be chosen from the offer of mandatory optional study subjects. After the second failed attempt at completing the chosen mandatory optional study subject, the student is excluded from the study according to Section 66 paragraph 1 subparagraph c) LAHE.
10. The elective study subject registered and not completed may be re-registered one more time, or any other elective study subject may be chosen, or the number of credits being sufficient, not to register any elective study subject.
11. If instead of the not completed registered study subject the student chooses any other mandatory optional or elective study subject, the study subject so registered shall be deemed a repeated study subject.

12. The student shall each semester register the study subjects of such credit value and in such a structure (mandatory, mandatory optional, and elective) so as to be able to comply with the conditions for continued study control at each stage of the study. In one academic year, the first-level student and the second-level student shall in each of the study programmes register the study subjects value at least 40 credits and not more than 90 credits.
13. The Dean may reduce the lower limit of the number of credits, if the sum total of the credits awarded during the study and those for the registered study subjects in the given academic year exceeds the number of credits required for the successful completion of study.
14. The lower limit of the number of credits that a student shall register in the additional year of study is determined by the number of credits of mandatory study subjects and mandatory optional study subjects missing for the successful completion of the study. In the event that the student does not successfully complete any of these study subjects, s/he may continue to study for another year in the extended length of study by registering the study subjects not yet completed, unless this runs counter to Section 65 paragraph 2 and the study subject is not re-registered.
15. The lower limit of the number of credits that the student shall register in the event of his/her re-admission to the study, or after transfer from another university and in validation of credits from the previous study, is determined by the number of credits of the mandatory study subjects and mandatory optional study subjects missing for the successful completion of the study. In case of unsuccessful completion of any of the study subjects registered, the student shall re-register those study subjects in the next academic year.
16. In the academic year, in which the student is planning to graduate, s/he shall register the study subjects having such a number of credits as to allow him/her meeting the conditions of graduation.
17. Enrolment of the student and registration of the study subjects also contains validation of the student ID card.
18. Student in the 1., 2. or 3. evidence year is allowed to register maximum 30 % of mandatory optional subjects or elective subjects from all amount of mandatory subjects, which are specified for the first 3 years of study."

## **Article 12**

### **Educational Activities**

1. Educational activities take a form of lectures, laboratory and clinical exercises, specialized field training, seminars, coursework, and supervised self-access study, while the proportional distribution among the various forms of teaching the study subject is determined by the study programme.
2. In addition to teaching according to the curriculum in a study programme, the University teachers provide individual consultations to students, for which they shall reserve a reasonable time of at least two teaching hours a week. The consultation hours for the given semester are posted to students during the first week of the semester at the latest. Individual consultations do not substitute teaching.
3. Specialized field training is used to consolidating the knowledge and skills acquired and their verification in practice, as well as the acquisition of new knowledge and skills. Details on the organization and conduct of specialized field training shall be determined by the Dean. The student performing his/her field training abroad shall present a certification authorized by the

leading manager of the unit abroad, which will contain the description of the length and content of the training. Such a certification shall be issued in the English language. Based on that certification, the department head physician or a teacher appointed by the head physician shall register in the AIS passing the field training for the study subject concerned.

4. The teaching subject of the study programme may implemented simultaneously by several forms. Unless stated otherwise in the study programme, the form of teaching shall be determined by the teacher.
5. The guarantor of the study subject is required to provide the updated information form on his/her study subject at the beginning of each semester.
6. Furthermore, the guarantor shall notify the method of continuous verification of student knowledge, the form of holding the examination, and the study subject syllabus and time schedule. These information shall be published by the end of the second week from the beginning of the semester. The criteria therein published shall be changed during the semester.
7. In addition to the provisions of paragraph 5, the guarantor of the study subject may determine the extent of mandatory participation in education. In the event that the student fails to comply with the condition of his/her mandatory attendance of teaching, the teacher shall proceed as follows:
  - a) If the student misses a part of the mandatory attendance of teaching for serious reasons, the extent of which may be substituted, the teacher shall determine an alternative method of study for the student. If the missed lessons cannot be substituted for serious reasons, the student shall register the study subject once again, while his/her first registration shall be cancelled.
  - b) If the student misses mandatory teaching without a serious reason, the teacher may choose to determine an alternative method of teaching, or the student shall re-register the study subject. If the concerned study subject is registered for the second time, the student may not continue to study.
8. Non-participation in practical exercises and seminars shall be properly excused with the teacher, who shall determine a substitute in the corresponding form. The student may replace the excused practical exercises within three weeks at most during the semester (except for the block teaching). In the block system of teaching, the head physician shall decide on how to compensate for the teaching missed.
9. Public holidays, Rector's and Dean's days off are days off without any obligation to compensation.

### **Article 13**

#### **Assessment of Learning Achievements**

1. Assessment of the student's learning achievements in the study subject is carried out as follows:
  - a) continuous monitoring on the study achievements during the teaching part of the period of study concerned (e.g. quiz questions, written examinations, minimum performance in the treatment of patients, individual tasks, semester assignments, etc.), or
  - b) the examination for the period of study concerned, or
  - c) a combination of continuous monitoring the study during the teaching part of the semester with the examination for the period of the semester concerned. In this case, the proportion

- of various modes of monitoring the study is defined in the study subject information form in such a way that the sum total of the percentage shares is 100%.
2. Passing the study subject is, as a matter of rule, assessed by a grade. The grade expresses the quality of knowledge and skills acquired in accordance with the objective as set out in the study subject information form.
  3. In the selected study subjects, credits may be awarded without assessment by grade. In such cases, the relevant records shall contain the term "completed" instead of a grade.
  4. An assessment scale is employed at the University for assessing the study achievements. The scale comprises six assessment levels:
    - a) A - excellent (outstanding results) (numeric value 1);
    - b) B - very good (above average) (numeric value 1.5);
    - c) C - good (average scores) (numeric value 2);
    - d) D - satisfactory (acceptable results) (numeric value 2.5);
    - e) E - sufficient (performance meets the minimum criteria) (numeric value 3);
    - f) FX - fail (further work is required) (numeric value 4);
  5. The study subject is successfully completed, if the student obtained the rating A through E. The student only obtains credits for the study subject passed.
  6. If the assessment of learning outcomes in the study subject is made under paragraph 1 of this Article, the information form shall contain explicit information on what outcome of the continuous monitoring the study entitles the student to register for the examination. In the event of failure to attain the limit, the examination procedure is not permitted and the student is graded FX – failed at the end of teaching in the respective semester.
  7. For students who demonstrate very good results in their study, the head physician of a department or an institute may allow taking their examination in the last week of the semester teaching period.
  8. The student shall submit at the examination his/her ID card or any other document which confirms his/her identity (e.g. a travel passport).
  9. The student who has been assessed FX at the examination is entitled to two retake dates. When re-registering the study subject, the student is entitled to one regular date and one retake date.
  10. The student shall take the regular date of all the examinations by the end of the examination period of the semester, in which the subject is prescribed.
  11. The teacher shall list other retake dates in accordance with the topical information form of the study subject.
  12. Examining beyond the examination period is possible in the block system of teaching, where the examination dates are set out in the timetable at the beginning of the academic year.
  13. In the event the student fails to appear for any examination date of the study subject registered within the due examination period, the calculation of the weighted average in the AIS, the study subject without assessment shall be counted with the weight 4 (X - unclassified). The study subject shall be regarded as unsuccessfully completed and its next registration shall be considered its second registration.
  14. Exam date of the study subject specified for winter term is determined by guarantee of the subject by the third teaching week of summer term only for the students who have fulfilled conditions for subject's completion in winter term, but they did not use all attempts. The subject which is not a prerequisite for the subject in summer term can student complete also in examination period in August which is specified in the Calendar of the relevant academic

year. Above-mentioned conditions are valid only for the first time registered subject and for the students who fulfilled conditions according to the Article 13 Par. 14.

15. If the time schedule of the academic year allows the teacher to list the date of the examination during the summer holidays (August), the full-time student may only log-in for the date, if s/he has met the conditions for advancing in the next year of study.
16. If the student failed to appear for the examination on reasonable grounds, s/he may justify his/her absence at the examination with the examiner within three days from the date of the examination. The head physician of the institute/department or an appointed examining teacher shall decide on an excuse of the student. The excuse may be sent within the due time also by postal service.
17. If the student failed to appear for the examination by the deadline for the examination and his absence was not excused, or if s/he resigned from the examination, s/he will be assessed FX – failed.
18. The teacher shall enter the assessment of the student in the AIS immediately at the date of assessment, or, respectively, when the necessary time arises for the assessment of complying with the conditions for granting the assessment at the date as notified earlier within three days at the latest.
19. The teacher shall keep records of attendance at teaching. The respective Faculty unit shall keep records of the student's study subject completion.
20. The head physician of an institute or a department shall ensure listing of the examination dates no later than 21 days before the start of the examination period and shall publish these in the AIS.
21. The examination dates shall be listed evenly throughout the examination period in sufficient numbers. The sum total of positions in the dates listed shall exceed the number of students who are to take the examination on in the study subject by at least 30%. The head physician shall determine the maximum number of students who may register for the given examination date.
22. Student assessment (examining) is governed by Section 75 LAHE.
23. In the block system of teaching, the head physician of an institute or a department shall designate at least one retake date within a period of one month after the end of the semester in that block.
24. The student shall log in for the examination via the AIS not later than 2 calendar days before the examination date after meeting the conditions under paragraph 6 of this Article. The student may not at the same time log in for the examination in the particular study subject for more than one date. The student may opt out of the examination at least 2 calendar days before it is held.
25. Teacher must allow the student to see his written test from the subject which teaching he is responsible for.
26. The examiner shall notify the grade to the student. The student has the right not to accept the assessment grade ranging from B to E inclusive. In this case, the assessment grade is FX - failed. If the student has not made use of all the re-take dates, s/he may apply for any of the available dates.
27. At the written request of the student or the examiner, the Faculty Dean may determine that the re-take examination date shall be held before a board of examiners consisting of at least 3 members usually appointed from among the teachers of the study subject. The examination before the board may be applied for no later than 3 working days after the date of the examination.

28. The weighted grade average shall be employed for the assessment of the overall results of the student's within a specified period.
29. The weighted grade average shall be calculated in such a way that in the period under assessment, the products of the number of credits and numerical assessment shall be counted together (according to paragraph 4 of this Article) for all the study subjects registered by the student, and the result shall be divided by the total number of credits earned by student within the specified period. The numerical assessment 4 shall be counted into the study weighted average for the study subjects that the student registered and not completed. The study subjects not assessed by a grade shall not be included within the weighted grade average.
30. The weighted grade average for the entire study shall be analogical to what is described in paragraph 25 of this Article, while only successfully completed study subjects shall be included within the calculation.
31. The weighted grade average shall be used mainly in tenders enforced by the teaching capacity, in deciding to award scholarships, in the allocation of accommodation in student halls of residence, and so on.

#### **Article 14**

#### **Monitoring the Stages of Study**

The students wishing to continue their studies:

1. a) shall obtain a minimum of 40 credits at the end of their first year of study, at the first level and at the second level of study;  
b) shall obtain a minimum of 90 credits for each of four consecutive semesters.
2. Full-time students in their 1<sup>st</sup> year of study shall obtain a minimum of 40 credits in order to advance in the second year of study at the Bachelor's level and in the doctoral study programme. Credits awarded for the study subjects validated from the previous study shall not be credited at the monitoring of compliance with this condition.
3. Full-time students shall qualify for advancement to the next year of study by the end of the examination period in the summer semester. In the event of failing to comply with the conditions, his/her study will be terminated in accordance with Section 66 paragraph c) LAHE.

#### **Article 15**

#### **State Examinations**

1. Passing the state examination is one of the preconditions for a successful completion of the study programme.
2. The state examination may consist of several state examination subjects. Thematic areas of the state examination shall be made public at the beginning of the academic year.
3. Unless the Faculty Study Rules of Procedure determine otherwise, the student may take the state examination after meeting the obligations under the study programme as follows:
  - a) obtaining a minimum number of credits required for proper completion, if s/he studies in the study programme accredited before 31/12/2012 or obtaining at least so many credits that after obtaining the credits for the successful passing of the state examinations they have the required number of credits obtained for the proper completion of study, if studying in the study programme accredited after 01/1/2013;

- b) successfully completing all the mandatory study subjects specified for the state examination subject, except for the state examination;
  - c) successfully completing the mandatory optional study subjects and elective study subjects in the structure as determined by the study programme;
  - d) submitting the final degree thesis;
  - e) having all the financial obligations to the University and the Faculty settled, in particular tuition and fees associated with the study.
4. The state examination consists of the practical part and the theoretical part.
  5. The date/s of holding the state examination shall be determined by the Dean in accordance with the time schedule of studies for the relevant academic year.
  6. The state examination is taken before the Board of Examiners (hereinafter "the Board").
  7. The right to examine at the state examinations is with the university teachers in the positions of professors, associate professors, and other experts approved by the Faculty Academic Board. In the case of Bachelor's study programmes, the university teachers in the positions of assistant professors with their tertiary education have the right to examine.
  8. Chairperson of the Board and its members shall be appointed by the Dean from among the persons authorized to examine. The Board shall consist of at least four members.
  9. Both course of the examination and its results are public. The Board's taking a decision on the results of state examinations shall be held in a closed session of the Board.
  10. The state examination subjects are graded by the assessment grades A through FX.
  11. The overall assessment of the state examination is "passed with distinction", "passed", "failed".
  12. The state examination shall be assessed by the grade "passed with distinction", if the student in individual subjects of the state examination at the regular date is assessed by grade A – excellent or grade B - very well, with the number of assessments by grade A exceeding the number of assessments by grade B.
  13. The state examination is assessed by the grade "passed", if the student fails to meet the rules under paragraph 12 above, and is not assessed by grade FX – failed in any of the subjects.
  14. If any of the state examination subjects was assessed by grade FX - failed even at the last possible date in accordance with paragraph 16 below, the overall assessment of the state examination is "failed".
  15. If the student is unable to attend the state examination at the due date for serious reasons, s/he may apply to unsubscribe from the date of the state examination. The student shall justify in writing his/her absence from the state examination within two working days from the specified date to the Chairperson of the Board of Examiners.
  16. If the student failed to attend the state examination at the due date without excuse or s/he Failed it, and is therefore assessed by the FX - failed, s/he may retake the same on the next date scheduled for the relevant academic year. The student shall only repeat that part of the state examination, from which s/he was assessed by grade FX - failed. Under Article 18 paragraph 6 (exceeding the standard length of study by longer than 2 years), retaking the state examination or a subject of the state examination is permitted twice at most within the date set.

## **Article 16**

### **Final Degree Thesis**

1. The final degree thesis (the "FDT") is a Bachelor thesis, Magister thesis or doctoral dissertation.
2. The basic rules governing the above are set out in the "Directive 1/2011 on Essential Appurtenances of Final Degree Theses, Doctoral Theses, and Associate Professorship Theses, Their Publication and Disclosure During the Time of Their Keeping and Verification of Originality Applicable at Pavol Jozef Šafárik University in Košice and Its Units".
3. The academic year schedule shall specify deadlines for the FDT publication draft topics and FDT submission deadlines.
4. The student shall elaborate his/her FDT under the supervision of the FDT consultant (supervisor).
5. The reviewer reviews the FDT. The reviewer shall prepare a written review.
6. The student who developed the FDT has the right to know the reviews of the FDT (the supervisor's review and the reviewer's review) no later than three working days before the date of defence.
7. The FDT and the FDT defence constitute the state examination subject.
8. Based on the outcome of verification of originality, the Board, before which the thesis is to be defended, shall decide on accepting or rejecting the FDT as unacceptable plagiarism. The approximate threshold for assessing the FDT as unacceptable plagiarism is generally set at 40% or more per cent compliance of the text with the database of original texts in the Central Register of FDTs. The final decision on acceptance or rejection of the FDT shall be adopted by the relevant board. In case of rejecting the FDT as unacceptable plagiarism, the student is assessed at the defence by the assessment grade FX.
9. The student has the right to participate in the defence of his/her FDT even if the assessment in the supervisor 's review or the reviewer 's review of the FDT is FX.
10. In the event that the student is assessed by grade FX on the due date of the FDT defence, s/he shall have the right to decide to choose a new theme of his/her FDT, to prepare an innovated version of the original FDT according to recommendations and opinions of both supervisor and reviewer, or to defend the original FDT at the retake.
11. After unsuccessfully defending his/her FDT, the Dean shall set a deadline for its submission.
12. The FDT defence result shall be assessed by awarding the assessment grades from A to FX.
13. If the FDT supervisor or its reviewer are not members of the Board of Examiners, they shall be invited to the FDT defence and shall have the right to pass their judgments on the same.
14. The FDT may be written in the Slovak language or the Czech language; if so approved by the head of the department; the FDT may just as well be written in other languages, usually English. In the case of foreign language, the FDT shall include a summary in the Slovak language extending on at least one page.

## **Article 17**

### **Overall Assessment of Study**

1. The overall result of the successfully completed study at the first, the second, and the doctoral levels of the degree study shall be assessed by the award of two grades:
  - a) passed with distinction,
  - b) passed.

2. If the student earned a weighted grade average better than 1.5 for the entire study at the first-level study or in the doctoral degree programmes respectively, or earned the weighted grade average better than 1.3 at the second-level of study (without the assessment of the state examination subjects), and passed the state examination (state examinations) with the assessment "passed with distinction" on the due date, s/he shall be assessed in accordance with paragraph 1 subparagraph a) of this Article.
3. If the conditions under paragraph 2 of this Article are not met, s/he shall be assessed in accordance with paragraph 1) subparagraph b) hereof.

### **Article 18** **Completion of Study**

1. The student properly completes the study by completing the study according to the relevant study programme. The length of study shall not exceed the standard period of study by longer than two years.
2. The date of the properly completed study is the date when the last of the conditions prescribed for the due completion of the study programme is fulfilled.
3. The evidence of the proper completion of the study and of obtaining the relevant academic degree is a university degree diploma, a degree diploma supplement, and the state examination certificate. Details and particulars of these documents are governed by Section 68 LAHE. Evidence of graduation shall be issued within 45 days of the proper completion of study, usually at a graduation ceremony, except for the instances when the graduate agrees to a later release of the documents no later than the last day of fulfilment of the condition referred to in paragraph 2 above.
4. The university degree diploma, the degree diploma supplement, and the state examination certificate issued by the University. The University degree is usually handed over at an academic ceremony.
5. In addition to the properly completed study, the study shall also be deemed completed for the reasons as set out in Section 66 paragraph 1 LAHE.

### **Article 19** **Suspension of study**

1. The student may suspend his/her study (even repeatedly) within the meaning of paragraphs 2 and 3 of this Article as follows:
  - a) at the Bachelor level in an aggregate maximum duration of two academic years;
  - b) at the Magister level in the duration of up to 1 academic year;
  - c) at the combined study for a maximum of three academic years.
2. If the student applies for a suspension of study during the teaching part of the semester, registration of study subjects after the period of suspension shall not be deemed re-enrolment.
3. If the student applies for a suspension of study in the academic year during its non-teaching period, all of the credits and assessments obtained by the date of application for the suspension of study shall be accredited to him/her. The study obligations, for which the student was awarded the assessment of FX or no assessment by the deadline of submission of the application for the suspension of study, shall be deemed re-registered at the onset of study after suspension.

4. The full-time student may apply for the suspension of study prior to the start of the semester for the duration of complete semesters without giving a reason. S/he may be suspended any time for serious reasons. The condition for suspension without giving any reason is that the full-time student has completed the study subjects registered for the second time from the previous semester.
5. The student shall re-enrol for the study after suspension a week before the start of the semester in which s/he wants to resume his/her study.
6. Within the meaning of Section 69 paragraph 1 LAHE, within the period of the suspension of study the student is not a student of the University, and that period shall not be included within the standard length of study. In the case of immediate suspension of study for serious reasons, the student may, at his/her request, have the study subject transferred in the enrolment form prepared after his/her re-enrolment for the study. If the transfer of all the study subjects is necessary within the current semester, that semester shall not be included within the standard length of study. Re-enrolment for the study is possible by the date under paragraph 5 above.
7. Suspension of study is granted by the Dean.
8. The student ceases to be a student, if s/he suspends the study, as of the date of suspension. The student, whose study has been suspended, resumes being a student as of the date of re-enrolment for the study.

## **Article 20**

### **Transfers of Students**

1. Under transfer one shall understand enrolment of the student of another university to the study programme of the same level in the same or related field of study provided by Pavol Jozef Šafárik University in Košice.
2. The student may apply for the transfer with the Faculty Dean. The student may not file an application for registration, who at the time of filing the application has his/her study suspended.
3. The student shall submit the application for transfer in writing after successful completion of the conditions as set out by his/her higher education establishment for advancing in the next year of study, but not later than 31<sup>st</sup> August of the given year. The application shall contain a statement on the results of previous study confirmed by the relevant university, information forms or syllabi of the study subjects passed, and a statement that the student is currently a student of the higher education establishment.
4. The Dean shall decide on the student's application within 30 days of its receipt. When assessing the application, the former shall also consider the capacities and premises available and from the written opinion of the guarantor of the study programme.
5. If the Dean decides on the student's application in the affirmative, the former shall at the same time inform the latter of the date of registration and the study subjects, whose completion from the previous study will be validated by the guarantor for passing the study programme concerned.
6. The student becomes a student of the University on the date of enrolment in the study programme under paragraphs 1 through 6 of this Article, and his/her previous study shall be considered abandoned on the date preceding the date of enrolment.
7. The Faculty Study Department shall notify the higher education establishment, at which the student left the study, within three working days from the date of enrolment, the names of the

students and their respective study programmes for which enrolment and the date of enrolment was granted.

### **Article 21**

#### **Validation of Study Subjects Passed, Transfer of Credits and Grades**

1. The student may apply for validation of study subjects passed, or for the transfer of credits and grades, if not more than four years elapsed since their acquisition in the Bachelor and the Magister study programmes and five years in the study programmes according to Section 53 subparagraph 3 LAHE.
2. The study subjects passed may be validated and the credits and grades may be transferred, if they are part of the prescribed study programme as mandatory or mandatory optional study subjects and have been assessed and graded A through E or by an equivalent manner. In the Magister study, one may not transfer the credits earned for successful completion of the study subject in the Bachelor study. Equally so, one may not transfer the credits for successful completion of the study subject in the course of study, which has been duly completed and was awarded the academic degree.
3. Validation of subjects or transfer of credits and grades shall be decided by the Dean on the basis of the statement from the study subject guarantor.
4. Study subjects completed at the host higher education institution under the exchange programme (Erasmus) shall be validated by the sending higher education establishment to the student on the basis of the statement of learning outcomes prepared by the host institution at the conclusion of study. Transcript of learning outcomes becomes part of the student's personal study documentation.
5. Student is allowed to apply for recognition of the subject from previous uncompleted study at his registration to the 1. year of study or during next 30 days from the day of administrative registration at the latest by using specific request form. Request for recognition must include obligatory enclosures.

### **Article 22**

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

1. Administrative acts related to registering individual study subjects, publishing the examination dates, registration for examinations, registration of the study subject assessment, publishing the study subjects information forms, syllabi, sample curricula, and publishing the teaching schedule shall preferably be carried out by the University Academic Information System.
2. It is the student's interest to intermittently check in the AIS the particulars on his/her course of study.

## **PART III OTHER PROVISIONS**

### **Article 23 Doctoral Examinations**

1. Graduates of study programmes, who earned the degree of "Magister", may pass the doctoral examination, which includes a defence of the doctoral thesis in the field of study in which s/he graduated, or in a related field of study.
2. After successful completion of the doctoral examination, the University awards the degree of "Doctor of Philosophy" ("PhDr. ") in social sciences, art sciences, and medical degree programmes.
3. Rules for taking doctoral examinations shall be defined by the Rector in the "Principles of Doctoral Examination Procedure".

### **Article 24 Awards and Rewards**

1. The University Rector may grant an award associated with a lump scholarship to students who:
  - a) have been attaining excellent study results during their study;
  - b) have developed their excellent final degree thesis;
  - c) demonstrated an exemplary civic attitude or did an exemplary deed;
  - d) represented the University in an exemplary way.
2. The rules for granting the Rector's award and the associated lump scholarship are provided in the University Scholarship Regulations and the internal regulation issued by the Rector.
3. The Faculty Dean may grant a student enrolled in the study programme carried out at the Faculty awards and rewards under the internal regulations of the Faculty.

### **Article 25 Transitional and Final Provisions**

1. Provisions of Article 2 paragraph 10, Article 9 paragraph 2, Article 16 paragraph 4 of the Annex No. 2 shall apply to the University and its Faculties students admitted for study in the academic year 2013/2014. The study of students, who became students prior to effectiveness of provision of Article 2 paragraph 10, Article 9 paragraph 2, Article 16 paragraph 4, shall be governed by provisions of the previous Study Rules of Procedure.
2. Conditions for the proper completion of study for students admitted to study programmes accredited in accordance with regulations in force until 31<sup>st</sup> December 2012, including the characteristics of the study subjects and the standard length of study, shall remain unaffected.
3. On the effective date of these Study Rules of Procedure of the UPJŠ FM in Košice, the Study Rules of Procedure of the UPJŠ FM, as endorsed by the Academic Senate of the UPJŠ FM in Košice on 22<sup>nd</sup> April 2009 as a separate internal regulation of the Faculty, and at the Academic Senate meeting on 24<sup>th</sup> September 2009, shall become void.

4. These Study Rules of Procedure of the UPJŠ FM in Košice shall enter into force on the date of their approval by the UPJŠ AS and shall become effective as of October 03, 2013.
5. 1<sup>st</sup> Amendment shall become valid as of the date of its approval by the Academic Senate UPJŠ in Košice and effective as of 01.09.2016.

Assoc. Prof. MUDr. Peter Jarčuška, PhD.  
Chairperson of the Academic Senate UPJŠ FM

Prof. MUDr. Daniel Pella, PhD.  
Dean of the UPJŠ FM

Assoc. Prof. RNDr. Roman Soták, PhD.  
Chairperson of the Academic Senate UPJŠ

Prof. RNDr. Pavol Sovák, CSc.  
Rector of the UPJŠ in Košice

**Study Rules of Procedure of Pavol Jozef Šafárik University in Košice  
the Faculty of Medicine**

**ANNEX No. 1**

**I. Rules for the Allocation of Credits to Study Subjects**

**Procedure for the allocation of credits:**

- A.** The number of credits depends on the number of contact hours of teaching (from the number of hours prescribed for the study subject, calculated for one week = the number of week hours).

$$\mathbf{A = number\ week\ hours}$$

- B.** The number of credits also depends on whether the study subject is assessed on the basis of intermittent work throughout the semester, or whether preparation for the examination and its successful passing for its completion is necessary.

- For the study subjects completed by the examination, add 1 credit to A
- For the study subjects completed without the examination, add 0 to A

$$\mathbf{B = A + mode\ of\ assessment}$$

- C.** Finally, the number of credits also depends on the estimated amount of extra-curricular work (self-access preparation) required for the completion of the study subject

- The estimated amount of extra-curricular work is substandard (no systematic non-formal preparation is required and is not monitored at all during the semester) = 0
- The estimated amount of non-formal work is standard = 1
- A higher standard of continuous self-access preparation is required = 2

$$\mathbf{C = B + estimated\ number\ of\ non-formal\ work}$$

Specific requirements for non-formal work (outputs, papers) shall be included in the study subject information form.

1. One and the same study subject shall not be assessed in various study programmes by a different number of credits.
2. For items that are not part of contact teaching, but form part of the study programmes and are assessed by credits, credit values as defined at individual faculties shall apply.