



**Guarantor: Rector's Office**

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**Study Regulations**  
**of Pavol Jozef Šafárik University in Košice**  
**for the first, second and combined first and second**  
**level of study**

April 2025

The Study Regulations of Pavol Jozef Šafárik University in Košice for the first, second and combined first and second level of study (the “Study Regulations”) are, under Section 15 (1) (c) of Act no. 131/2002 on Higher Education Institutions and on the Amendment of Certain Acts, as amended (the “HEI Act”), an internal regulation of Pavol Jozef Šafárik University in Košice (the “University” or “UPJŠ”) and regulate the rules of study at UPJŠ.

In accordance with the Standards for the Internal Quality Assurance System of Higher Education and the Standards of the Slovak Accreditation Agency for Higher Education (SAAHE) for the Study Programme, the University, as part of the European Higher Education and Research Area, contributes to the development of education and knowledge in accordance with the needs of society, and additionally to creative scientific research and artistic activity.

In order to achieve this objective, the University supports the active participation of its students in its activities and management, particularly in ensuring the quality of higher education, organizing study and making decisions on students’ academic rights and obligations.

## **Part I**

### **GENERAL PROVISIONS**

#### **Art. 1**

##### **Recitals**

1. Study at the University is of a university character and students have the right to complete individual parts of the study programme at any part of the University within the rules defined by these Study Regulations. Individual accredited study programmes are implemented and, to a specified extent, administratively managed at individual faculties of the University or university-wide workplaces in accordance with its Accreditation Regulations and the Rules of the Internal System of Quality Assurance and Verification of Education, Scientific, Research, Development, Artistic or Other Creative and Support Activities (the “Internal Quality System” or “IQS”), in accordance with which UPJŠ applies educational quality assurance policies.
2. These Study Regulations govern the rules of study at bachelor’s, master’s and medical study programmes at the University.
3. The Study Regulations of the University are binding for all students, university teachers (the “teachers”) and other employees who manage and provide study at the University and its faculties.
4. If necessary, faculties specify the individual provisions of these Study Regulations in more detail by means of an internal regulation.

#### **Art. 2**

##### **Levels and forms of study, standard length of study**

1. The University provides higher education at all three levels, i.e. the first (bachelor’s programmes), the second (master’s programmes), the combined first and second level of study (medical study programmes), the third level of study (doctoral study programmes), and at the same time it provides further education (e.g. specialization, lifelong study).

2. Study programmes can be academically oriented, aimed at acquiring theoretical knowledge and practical knowledge based on the current state of science or art, or professionally oriented bachelor's, aimed at mastering the use of this knowledge in the performance of a profession. Academically oriented bachelor's programmes focus on continuing to second-level university study.
3. The University and its faculties provide higher education in fields of study or in a combination of two fields of study through studying in accredited study programmes, the list of which is published by the University in the manner stipulated in the HEI Act.
4. The study programmes provided at the University provide a clearly specified qualification acquired upon successful completion of the programme, and also a graduate profile that clearly defines the learning outcomes corresponding to the field of study. They enable students to acquire transferable competencies influencing their personal development.
5. University education is provided in the full-time form of study and in the part-time form of study. Both forms of study can be provided by presence, distance or combined methods.
6. If a study programme combines two fields of study, it constitutes interdisciplinary study performed at one or more faculties of the University under the HEI Act.<sup>1</sup>
7. The organization of all levels and forms of higher education at the University is based on the credit system of study.
8. Lifelong learning is provided by the University on the basis of a specific regulation.<sup>2</sup>
9. Faculties may also teach individual courses or parts of study for other faculties, universities or institutions.
10. The standard length of study at the University is determined in accordance with the HEI Act as follows:
  - a) a **first-level** study programme (bachelor's programme) of at least three and a maximum of four academic years,
  - b) a **second-level** study programme (master's programme) of at least one and a maximum of three academic years,
  - c) a **combined first and second level** study programme (medical) for at least five and a maximum of six years.
11. Study programmes have a standard length in accordance with the approved accreditation.

### **Art. 3** **Students**

1. An applicant becomes a student of the University - admitted to study, upon enrolment in one of the higher education study programmes implemented at the University or its faculties on the day of enrolment.
2. A student ceases to be a student of the University upon:
  - a) interruption of study – on the day of interruption of study,
  - b) proper completion of study under the relevant study programme – on the day of fulfilment

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<sup>1</sup>Section 51(5) of the HEI Act

<sup>2</sup>Act No. 568/2009

of the last condition required for the regular completion of study of the given study programme,

- c) withdrawal from study – on the day of delivery of the student's written statement on withdrawal from study,
- d) failure to complete study within two years of the expiry of the standard length of study for the full-time form of study, or within three years of the expiry of the standard length of study for the part-time form of study – on the day of the end of the academic year in which the student was to have completed their study,
- e) expulsion from study due to non-fulfilment of the requirements arising from the study programme, the Study Regulations of UPJŠ, or the faculty, if the study programme is provided by the faculty – on the day when the decision on expulsion from study becomes final,
- f) expulsion from study due to the imposition of a disciplinary measure of expulsion from study on the basis of disciplinary proceedings – on the day when the decision on expulsion from study becomes final,
- g) a decision on the invalidity of the state examination or its part under the HEI Act<sup>3</sup> within lower-level study, if the relevant qualification is a condition for admission to an ongoing study programme at a higher level – on the day when the decision on the invalidity of the state examination or its part becomes final,
- h) surrender of an academic degree awarded after completion of a lower-level study programme, if the relevant qualification is a condition for admission to an ongoing study programme at a higher level - on the day of delivery of written notice under the HEI Act,<sup>4</sup>
- i) cancellation of the study programme they are studying, unless the student has accepted an offer to continue studying another study programme – on the day on which the cancellation of the study programme is announced,
- j) the death of the student.

#### **Art. 4**

#### **Provision of Educational Activities**

1. University teachers work in the functional positions of professor, visiting professor, associate professor, assistant professor, assistant and lecturer.
2. The professional qualification of a university teacher providing teaching within a study programme is usually at least one step higher than the qualification achieved by completing it.
3. Profile courses are provided by university teachers in the position of professor or associate professor working in the relevant field of study or a related field. In the case of a professionally oriented study programme, profile courses are provided by university teachers who are also experienced experts in the relevant sector of economy or social practice.
4. Doctoral students in the full-time/part-time form of doctoral study also participate in the

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<sup>3</sup>Section 108f (1) of the HEI Act.

<sup>4</sup>Section 108h of the HEI Act.

educational activities of the University.

5. Researchers and experts from research and practice can also participate in the educational activities of the University.
6. A person with a first-level university education may also participate in the educational activities of the University (in the scope of exercises and practical exercises) as a lecturer under the conditions set by the relevant faculty.

## **Art. 5**

### **Study Advisor, Coordinator**

1. Study advisors work at the University to provide advisory services to students, especially when compiling their study plans. Study advisors from among the University teachers are appointed and dismissed by the Rector, or the Dean if the study advisors are to work within a faculty.
2. In order to ensure student mobility, the Rector appoints a university coordinator from among university teachers, whose task is, in cooperation with the International Relations Office of the Rector's Office, to organize international cooperation in education, to perform tasks related to outgoing and incoming students and to provide advisory services on the possibilities of studying at other universities in the Slovak Republic and abroad.
3. To perform the tasks specified in (2) of this Article, the Dean of the Faculty appoints a coordinator from among university teachers, and if necessary, departmental, institutional or clinical coordinators.

## **Part II**

### **ORGANIZATION OF STUDY**

## **Art. 6**

### **Admissions to study**

1. Anyone who meets the basic conditions for admission under the relevant provisions of the HEI Act<sup>5</sup>, other conditions of admission under the HEI Act<sup>6</sup> and other conditions determined by the University, or faculty, if the selected study programme is provided at a faculty, can study the chosen study programme at the University. The conditions for admission to study a specific study programme are publicly available on the website of UPJŠ or the faculty at which the study programme takes place, also enabling students with special needs to fulfil them.
2. The Rector of the University or the Dean, if the study programme is provided at a faculty, may recognise the completion of courses from previous study for a particular study programme on the basis of the statement of the person responsible for the study programme (the "PRSP") for a particular study programme, if the following conditions are met:
  - a) the content of the course completed is identical or sufficiently similar to the content of the course in the study programme to which the student is admitted,

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<sup>5</sup>Section 56 of the HEI Act

<sup>6</sup>Section 57(1) of the HEI Act

- b) no more than five years have elapsed since the completion of the course.
3. The admissions procedure for study programmes at the University and at the faculties is governed by the rules of the HEI Act<sup>7</sup> and the rules of the admission procedure of the University and the relevant faculty.

## **Art. 7**

### **Study Programme, Study Plan**

1. A study programme is a set of courses that consist of educational activities, which are in particular of the following types: lecture, seminar, exercise, final thesis, project assignment, laboratory work, internship, field trip, professional work experience, state examination and combinations thereof. The set of rules for completing them is compiled in such a way that successful completion of educational activities while complying with the rules enables higher education to be obtained.
2. The study programme is specified in more detail by the provisions of the HEI Act.<sup>8</sup> The rules for creating, approving, implementing and modifying a study programme<sup>9</sup> are governed by the rules of the internal quality assurance and verification system at Pavol Jozef Šafárik University in Košice.
3. The main responsibility for the implementation, development and quality assurance of the study programme is upon the specific person responsible for the study programme (PRSP), who also teaches profile courses. In master's and medical study programmes, this person is working as a professor, in bachelor's programmes as a professor or associate professor.
4. The study programme has a name, standard length of study, determined workload for individual study courses (in ECTS) and the number of hours of contact teaching, unless it is required by the nature of the educational activity. The content of professionally oriented bachelor's programmes includes students' professional work experience in a contractually cooperating organization for at least one semester for the purpose of developing practical professional skills.
5. As part of the conditions for successful completion of study, the study programme has a clearly defined level and character of creative activities, especially in relation to the final thesis.
6. The study programme includes a recommended study plan, which is designed in such a way that the student meets the conditions for successful completion of study in the standard length of time.
7. The study plan is composed of profile and other study courses, other educational activities of the study programme and conditions for the successful completion of study, including state examinations, which enable the achievement of learning outcomes depending on the graduate profile and which guarantee access to current knowledge, skills, competencies, transferable competences, influencing the student's personal development and future career prospects. The content of professionally oriented bachelor's programmes emphasizes the development of practical professional skills in the relevant sector of the economy or social practice.

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<sup>7</sup>Section 58 of the HEI Act

<sup>8</sup>Section 51(4) of the HEI Act

<sup>9</sup>Section 2(h) of Act No. 269/2018 on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll on Public Procurement and on Amendments to Certain Acts, as amended

8. The study plan sets out the temporal and content-wise dependencies of study courses, the type, scope and method of education, the conditions for completing the course, the forms of assessment of study results, including the consideration of the possibilities of completing academic mobility, the number of credits and the learning outcomes.
9. The study plan is compiled by the student alone or with the help of a study advisor from the range of courses of the study programme so that the rules of the given study programme and the requirements of these regulations are met.

## **Art. 8**

### **Study Programme Courses**

1. Educational activities are performed in one or more forms (e.g. lectures, seminars, exercises, consultation seminars, laboratory exercises, field trips, professional work experience), whereby the share of individual forms of teaching in a given course is determined by the study programme.
2. Each course is uniquely identified within the University by its code and name and is designed as a single-semester course. Basic information about the character of the course must be given in the course information sheet following the required structure.<sup>10</sup>.
3. The courses included in the study programme are divided into:
  - a) compulsory – their successful completion is a condition for the successful completion of part of the study or the entire study programme,
  - b) compulsory elective – add to the character of the study and, together with elective courses, enable the student to adapt the study plan to their individual needs. The condition for successful completion of a part of the study or the entire study programme is the successful completion of a specified number of these courses of the student's choice or the acquisition of a specified number of credits for these courses of the student's choice in the structure determined by the study programme,
  - c) elective – are other courses that a student chooses to supplement their study and to obtain a sufficient number of credits in the relevant part of their study.
4. Departments, institutes or clinics (the "departments") have the right to determine at their discretion which courses are mutually exclusive or dependent.
5. Compulsory and compulsory elective courses are usually taught at the faculty where the study programme is implemented. Compulsory and compulsory elective courses may also include courses taught at another faculty by agreement of the deans of these faculties.
6. The student enrolls for elective courses from the range of courses in their study programme, but also from other study programmes and other faculties of the University within the framework of the applicable rules (Art. 8(3c), Article 10(7) and Article 11(4) of these Regulations).
7. Courses in the study programme are divided based on their dependencies as:
  - a) independent courses; enrolment in such a course is not conditional on the completion of another course,
  - b) courses with dependencies that require the previous completion of other courses – enrolment in such a course is conditional on the completion of another course or courses

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<sup>10</sup>Annex No. 1 to the Decree of the Ministry of Education of the Slovak Republic No. 614/2002.

– prerequisites.

8. The following rules apply to the completion of prerequisites and dependent courses:
  - a) if the student fails to successfully complete the prerequisite in the given academic year (“AY”), they may request that the dependent course be removed from the registration list no later than in the first week of the following semester;
  - b) if the dependencies in terms of semesters of a re-enrolled prerequisite and a dependent course in a given AY enables the completion of the dependent course, the student has the right to enrol in this course additionally, no later than in the first week of the semester and complete the course in full;
  - c) If the student has duly completed the instruction part of the course, but has not succeeded in obtaining the grade, or has not met the conditions for registering for the exam date, after re-enrolment, the student is obliged to complete the educational part of the course in full again, unless the teacher decides otherwise. The teacher may decide whether, based on the results of the continuous assessment within the original enrolment in the course, it is possible to release the student from contact teaching in the case of re-enrolment in the course.
9. The study under each study programme includes a final thesis, which together with its defence forms one course. The defence of the final thesis is one of the courses of the state examination.

## **Art. 9**

### **Study Credit System**

1. The credit system of study enables the assessment of the student’s workload associated with the completion of study programme units – profile courses and other study courses (the “courses”), contributes to the openness of the University internally, supports student mobility and provides students with the opportunity to participate in the creation of their study plan.
2. Credits are numerical values assigned to courses, expressing the amount of work required to obtain the stated learning outcomes. The standard workload of a student for the entire academic year is expressed as 60 credits, for a semester 30 credits, for a trimester 20 credits. The recommended method of allocating credits to courses in the creation of study programmes is specified in Annex No. 1 of these Study Regulations.
3. The total number of credits required for the proper completion of study, including credits for the final state examination, is determined as follows:
  - a) for a three-year bachelor’s degree 180 credits,
  - b) for a four-year bachelor’s degree 240 credits,
  - c) for a one-year master’s degree 60 credits,
  - d) for a two-year master’s degree 120 credits,
  - e) for a three-year master’s degree 180 credits,
  - f) for five-year combined first and second level of study (medical study) 300 credits,
  - g) for six-year combined first and second level of study (medical study) 360 credits.



4. The student receives credits upon successful completion of the course. It is possible to earn credits for a given course only once during the course of study.
5. Credits earned for completing the course are accumulated for the student. One of the conditions for continuing study after a predetermined study control stage is to obtain the necessary number of credits in the specified structure under the study programme.
6. The total number of credits required for the proper completion of study does not include credits for certified interdisciplinary courses ("CIC").
7. If a student – on the basis of a study contract – completes part of their study at another faculty or university, the credits obtained are credited (transferred) on the basis of a transcript of results prepared for the student by the faculty or university at which they obtained them. The content and scope of the recognized courses are decided by the PRSP for the given study programme on the basis of the teacher's recommendation.

## **Art. 10**

### **Study Schedule**

1. The academic year begins on 1 September of the current year and ends on 31 August of the following year.
2. The academic year is divided into winter and summer semesters and winter and main holidays.
3. Each semester consists of a teaching part and an examination period. The examination period serves for the final verification of students' knowledge of a given course to the extent stipulated in the course information sheet, which is always updated for the relevant academic year.
4. The teaching part of the semester contains 14 teaching weeks. The exam period lasts at least 5 weeks. In justified cases, the Rector or Dean of the Faculty, if study is at a faculty, may also adapt the teaching schedule otherwise.
5. The Rector sets a uniform study schedule for the following academic year no later than four months before its commencement after consultation with the deans of the faculties.
6. During the holidays, it is possible to organize professional work experience, field trips, courses and physical education camps.
7. If a student enrolls in a course at another faculty, they will complete it during the semester at the faculty where the course is taught.

## **Art. 11**

### **Enrolment and Completion of Courses**

1. Enrolment takes place on the dates set by the schedule of the University and individual faculties for a period of one academic year.
2. Enrolment is mandatory for the student. If the student fails to appear for enrolment for the next period of study or fails to appear for re-enrolment after interruption, the University or the faculty, if the study programme is provided at a faculty, calls upon the student in writing to appear for enrolment within ten working days of the receipt of the invitation. If, after receiving the invitation, the student does not appear for enrolment within the specified

period and does not request an extension of this period, the day by which the student was to enrol for the next period of study or by which they were to re-enrol is considered to be the day on which the student withdrew from their studies.

3. At the University, a distinction is made between preliminary and administrative enrolment. By preliminary enrolment, the student declares a binding interest in studying the selected study courses in the following academic year. Administrative enrolment is confirmation of the student's progress to the next year of study after meeting the conditions for continuing study. At the same time, it is also a specification of the preliminary enrolment after verifying the practicality of the selected courses in terms of capacity and time and the student's possibilities.
4. Based on the proposals of the heads of departments/institutes and PRSP of the study programmes, the faculties of the University determine and publish the minimum and maximum number of students for a given course in the academic year before preliminary enrolment. If a course in which students have enrolled has limited capacity (for spatial, personnel or other reasons), it is required to enable students to enrol in the following order:
  - a) students of their own faculty for whom the course is compulsory,
  - b) students of other faculties of the University for whom the course is compulsory,
  - c) students of other universities who are enrolling in the course on the basis of a study contract,
  - d) students of their own faculty for whom the course is a compulsory elective,
  - e) students of other faculties of the University, for whom the course is a compulsory elective on the basis of an agreement between the faculties,
  - f) students of their own faculty for whom the course is elective,
  - g) students of other faculties of the University for whom the course is elective,
  - h) students of other universities for whom the course is elective.
5. If, after applying the priority order under (4) of this Article, the number of applicants for the course exceeds the specified capacity, the opinion of the teacher responsible for the implementation of the course shall decide on the student's enrolment in the course.
6. Within the individual categories referred to in paragraph 4 of this Article, priority shall be given to students with a larger number of completed years of study.
7. An enrolled compulsory course that has not been successfully completed during regular enrolment can be re-enrolled in once during the study. In the event that the compulsory course has not been successfully completed even during re-enrolment, the student is excluded from study.<sup>11</sup>
8. An enrolled compulsory elective course that has not been successfully completed during regular enrolment can be re-enrolled in once, or another course from the range of compulsory elective courses can be chosen instead. In the event that the compulsory elective course (or the alternative chosen by the student) has not been successfully completed even during re-enrolment, the student is excluded from study<sup>12</sup>
9. During the study, a student may re-enrol in an elective course that they have completed unsuccessfully within the regular enrolment, or they may enrol in another elective course

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<sup>11</sup>Section 66(1) (c) of the HEI Act.

<sup>12</sup>Section 66(1) (c) of the HEI Act.

or a compulsory elective course from among the compulsory elective courses not yet completed. If the student has achieved a sufficient number of credits to advance to the next year, they do not need to enrol in any elective course. If a student has not achieved a sufficient number of credits, after the second unsuccessful attempt to complete the selected elective course, they are excluded from study.

10. The student must enrol in courses for each semester with such a credit value and composition (compulsory, compulsory elective and elective) so that they can meet the conditions for continuing their study at each stage of the study control. In one academic year, a first- and second-level student must enrol in courses in each study programme for at least 40 credits and for a maximum of 90 credits in the full-time form of study and in the part-time form of study for courses for at least 30 credits and a maximum of 90 credits with an appropriate distribution of the workload in the winter and summer semesters.
11. The lower limit of the number of credits may be reduced by the Rector, or Dean of the faculty, if the study programme is provided at a faculty, if the sum of credits earned during study and credits for enrolled courses for the given academic year exceeds the number of credits required for successful completion of study.
12. The lower limit of the number of credits that a student must enrol in during an added-on year of study is determined by the number of credits of compulsory and compulsory elective courses missing for successful completion of study. In the event that the student fails to successfully complete some of these courses, provided that it is not contrary to the provisions of the HEI Act<sup>13</sup> and it is not a course with re-enrolment, the student can continue their study for another added-on year with enrolment in courses not yet completed.
13. The lower limit of the number of credits for which a student must enrol in the case of repeated admission to study, or after transfer from another university and on the basis of the recognition of credits from previous study, is determined by the number of credits of compulsory and compulsory elective courses missing for successful completion of study. In the event of the unsuccessful completion of any of the enrolled courses, they must re-enrol in the courses the following academic year.

## **Art. 12**

### **Educational Activities**

1. Educational activities at UPJŠ are based on the active role, autonomy, creativity and independence of students, taking into account the diversity of students and their specific needs by creating different study trajectories.
2. Educational activities are provided mainly through lectures, exercises, practical exercises, clinical exercises, seminars, colloquia, field trips, professional work experience, coursework, courses, supervised self-study, while their application is subject to regular improvement via the Study Programme Boards.
3. In the case that educational activities are provided by distance or combined method, e-learning tools, preferably LMS.UPJŠ.sk, MS Teams or other established tools at the department/institute/clinic, are used to manage the content of the courses and manage the learning, enabling students to access the content of the courses and study materials.
4. University teachers involved in educational activities undergo regular professional development and develop their professional, language, pedagogical, digital skills and

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<sup>13</sup>Section 65(2) HEI Act.

transferable competences, using in particular the activities of UPJŠ Centre for Lifelong Learning and Project Support.

5. In addition to teaching in accordance with the study plan, university teachers provide individual consultations to students in the study programme, for which they reserve adequate time of at least two teaching hours per week in the teaching part of the semester. Consultation hours for a given semester will be published to students no later than the first week of the relevant semester. Individual consultations are not a substitute for teaching.
6. A course of the study programme may be taught simultaneously in several forms as defined in the course information sheet.
7. The teacher is obliged to provide an updated information sheet for their course before the beginning of each semester and also announce the dates and method of continuous verification of students' knowledge and the form of conducting the exam. This information must be published no later than the end of the second week from the beginning of the relevant semester and the criteria must not change during the semester.
8. As a rule, instruction for each course of the study programme is compulsory. In addition to the provisions in paragraph 7, the teacher may determine the scope of compulsory participation in instruction. In the event that the student does not meet the conditions of mandatory participation in instruction, the teacher proceeds as follows:
  - a) if a student misses a part of compulsory instruction for serious reasons, the content of which can be replaced, the teacher determines an alternative method of study for the student; if the missed instruction cannot be replaced, the student enrolls in the course again, and their first enrolment is cancelled;
  - b) if a student misses compulsory instruction, the teacher may decide whether to designate an alternative method of teaching or whether the student must re-enrol in the course; If it is a re-enrolled course, the student is excluded from study.
9. Unless there are reasons for the termination of study, the student may apply to the Rector, or the Dean if the study programme is provided at a faculty, for an **individual education plan** without a reduction in the requirements for their study performance. The individual education plan is usually intended for students due to pregnancy, students permanently caring for a child under 3 years of age or a child with a disability under 5 years of age, a student who is an athlete, an artist and other facts worthy of specific consideration.
10. The Rector or the Dean, if the study programme is provided at a faculty, decides on the basis of a written request from the student, which must be substantiated. Documents proving the decisive facts must be attached to the application. The student is obliged to immediately inform the Rector or the relevant Dean of any change in these facts. The Rector or the Dean decides on the fulfilment of the conditions for the granting of an individual education plan if the study programme is provided at a faculty. In the case of interdisciplinary and teacher training study programmes provided by several faculties, the deans of the relevant faculties decide on the granting of an individual education plan.
11. The decision on the individual study plan contains the period during which the individual study plan is authorised and the conditions for its completion.

### Art. 13

#### Assessment of Study Results

1. The assessment of study results is based on the criteria, methods and dates of

assessment that are known to students in advance under Article 12(7) of these Study Regulations. The assessment process is based on the conditions of assessment known in advance, without distinction, taking into account the specific needs of students so that the form of assessment provides feedback on the achieved learning outcomes.

2. Student's study results from the study of the course are assessed by
  - a) continuous checking of study results during the teaching part of the semester (control questions, written tests, assignments for individual work, semester work, seminar paper, etc.), or
  - b) the exam for the semester, or
  - c) combining continuous checking during the teaching part of the semester with the exam for the semester. In such a case, the proportion of the individual methods of study assessment is determined by the course information sheet in such a way that the sum of their percentages is 100%. The minimum percentage of continuous assessment in the assessment of study results is determined by the teacher.
3. The specific method of checking the student's study results is specified in the information sheet of the relevant course.
4. The completion of the course is usually assessed in the form of a grade. The grade expresses the quality of the acquisition of knowledge or skills in accordance with the learning outcomes of the course as stated in the course information sheet.
5. In selected courses, credits can also be awarded without a grade. In these cases, the term "passed" is indicated instead of the grade in the relevant records.
6. To evaluate study results with a grade, the University uses the following grading scale:
  - a) A – excellent (excellent results) (numerical value 1),
  - b) B – very good (above-average results) (1.5),
  - c) C – good (average results) (2);
  - d) D – satisfactory (acceptable results) (2.5);
  - e) E – sufficient (results meet the minimum criteria) (3);
  - f) FX – fail (additional work required) (4);
  - g) X – ungraded (did not pass – the student did not meet the required minimum criteria of continuous assessment for admission to the final assessment ("X" is recorded at the end of the teaching part of the semester) or the student did not apply for the final assessment even once ("X" is recorded at the end of the examination period)) (4).
7. The course is successfully completed if the student has received grades A to E, or "passed". The student will receive credits only for successfully completed courses.
8. If the assessment of study results within the study of a course is performed under (2)(a) of this Article, the course information sheet must contain specific information whether it is to be assessed as "passed" or by awarding a grade. In the case of continuous assessment in the graded form, the course information sheet sets out the conditions for awarding the grade by the end of the teaching part of the semester. The possibility must be retained to improve the grade within the teaching part of the semester, whether for a course to be marked as "passed" or a course with graded assessment.
9. If the assessment of study results within the study of a course is performed in accordance

with (2)(b) of this Article in oral form, the assessment of a re-enrolled course takes place in the presence of at least two examiners on the retake date.

10. If the assessment of study results within the study of a course is performed in accordance with (2)(c) of this Article, the course information sheet must also contain explicit information about the result of the continuous checking of study entitling the student to register for the examination. If this limit is not achieved, the student is not admitted to the final examination and is assessed with an X at the end of the teaching part of the relevant semester.
11. If continuous assessment is a condition for admission to the final examination, the possibility to improve the assessment must be preserved.
12. The results of continuous assessment and continuous check, whether from graded assessment or with the result of "passed", must be entered in the AIS2 system by the end of the teaching part of the semester at the latest.
13. The dates of semester exams must be scheduled evenly throughout the examination period. The Rector, or the Dean if the study programme is provided at a faculty, may, in justified cases, decide on shared dates of semester examinations held in writing. There may not be fewer than 5 of these dates within the examination period of the relevant semester, and their distribution will be appropriate to the length of the examination period.
14. The teacher is not obliged to schedule retake dates outside the examination period.
15. A student who has been assessed with the grade FX in the semester exam is entitled to two retake dates. When re-enrolling in a course, the student is entitled to one retake date.
16. If a student fails to appear for any exam of the enrolled course in the regular examination period, the course without assessment will be counted with a weight of 4 (X – ungraded) in the calculation of the weighted average in AiS2. The course is considered to have been completed unsuccessfully and a new enrolment is considered to be a re-enrolment.
17. If a student fails to appear for the exam for serious reasons, they can demonstrably excuse their absence from the exam to the examiner after the exam date, but no later than three working days after the exam date.
18. The teacher is obliged to enter the student's assessment in AiS2 immediately on the day of the assessment or, if the time is necessary to evaluate the fulfilment of the conditions for awarding the assessment, on the day announced in advance. This provision applies equally to assessment in the form of continuous assessment, final examination and a combination thereof. The teacher is responsible for recording, documenting and archiving the results of the assessment for a minimum of 1 academic year.
19. The student has the right not to accept an assessment that ranges from B to E inclusive. In this case, their result is assessed with an FX grade and if the student has unused retake dates, they can apply for one of the available dates within the defined exam period.
20. At the written request of a student or examiner, the Rector, or Dean of the Faculty if the study programme is provided at a faculty, may order the holding of the examination on a retake date before a commission of at least three members appointed from among the teachers. A commission examination may be requested if dates are available, no later than three working days after the date failing the examination within the specified examination period.
21. A weighted study average is used to evaluate a student's overall achievements over a defined period.
22. The weighted study average is calculated by adding up the products of the number of

credits and numerical assessment (under (6) of this Article) for all courses (including state exams) enrolled by the student in the assessed period and dividing the result by the total number of credits obtained by the student for the given period. For courses that the student has enrolled in and not completed, a numerical grade of 4 will be included in the weighted study average. Courses that are not graded are not included in the weighted study average.

23. The weighted study average for the entire period of study is calculated analogously with the one specified in paragraph 22 of this Article, while only successfully completed courses are included in the calculation.
24. The weighted study average is used mainly in selections forced by teaching capacity limitations, when deciding upon the award of scholarships, when allocating accommodation in a student dormitory, etc.

## **Art. 14**

### **Control Stages during Study**

1. If a student wishes to continue their study, they must:
  - a) in the first year of study, obtain at least 40 credits for advancement to the second year of full-time study in the bachelor's, master's and medical levels of study, and 30 credits for advancement to the second year of part-time study in the bachelor's and master's level of study;
  - b) for each of four consecutive semesters, obtain at least 90 credits in the full-time form of study and 60 credits in the part-time form of study.
2. Credits for courses recognized from previous study are not counted in checking compliance with this condition. To support the adaptation of students, this condition does not apply when transferring and newly admitting a student up to the first year of study.
3. The student must meet the conditions for advancing to the next year of study by the end of the examination period in the summer semester, unless the internal regulations of the faculty specify otherwise. In the event of failure to meet the conditions, their study will be terminated in accordance with the provisions of the HEI Act.<sup>14</sup>
4. Studies for the previous academic year of study close on 31 August of the relevant year.

## **Art. 15**

### **State Examinations**

1. Passing the state examination or state examinations is one of the conditions for successful completion of the study programme.
2. As a rule, the state examination consists of the parts (courses) of the state examination.
3. The state examination on the regular date, determined by the study schedule, can be taken by the student only after fulfilling the obligations set out in the study programme. The student registers for the state examination in advance on the date announced by the faculty.
4. The state examination is conducted before an examination board (the "board").

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<sup>14</sup>Section 66(1) (c) of the HEI Act.

5. The right to examine at the state examination is entrusted to university teachers holding the functional positions of professors and associate professors and other experts approved by the relevant scientific board; in the case of bachelor's programmes, also university teachers in the functional position of assistant professor with a third-level university degree.<sup>15</sup>
6. The members of the board and its chairperson are appointed by the Rector or Dean from among the persons authorized to examine, if the study programme is provided at a faculty. The board shall have at least four members. At least four members of the examination board must be present during the examination. At least two members of the examination board for the state examinations in master's programmes are university teachers serving in the functional positions of professors or associate professors. At least one member of the examination board for state examinations in bachelor's programmes is a university teacher holding the functional position of professor or associate professor.
7. The course of the state examination and the announcement of the results are public. The decision of the board on the results of the state examination takes place at a closed meeting of the board.
8. Individual parts (courses) of the state examination are assessed with classification grades A to FX.
9. The overall grade of the state examination is "passed with honours", "passed", "failed", whereby:
  - a) the grade "passed with honours" is awarded for the state examination if the student passed the parts (courses) of the state examination only with grades A or B, and the number of grades A must be greater than the number of grades B;
  - b) the grade "passed" is awarded for the state examination if the student does not get the grade "fail" (FX) in any part (course) of the state examination;
  - c) if any part (course) of the state examination is assessed with the grade "fail" (FX), the overall grade of the state examination is "failed".
10. A record of the state examination or a part of it is drawn up and signed by all members of the examination board. The record contains information about the content of the state examination (examination questions), the grade awarded, in the case of the defence of the final thesis, also the proposed assessments of the supervisor and the opponent(s), or a statement on the originality report of the final thesis or on the fact whether the final thesis shows signs of plagiarism.
11. If a student is unable to take the state examination on the specified date for serious reasons, they may request to withdraw from the state examination. A student may justify their absence from the state examination in writing with proof of reasons within three working days from the specified date of the state examination.
12. If a student did not take the state examination without an excuse or did not pass it, and therefore gets an FX grade, they can take it on the next date determined by the schedule. The student repeats only the part of the state examination in which they were assessed with the grade "fail" (FX). Any part of the state examination or the entire state examination may be repeated no more than twice, no later than two years after the end of the standard length of the full-time form of study and no later than three years after the end of the standard length of the part-time form of study.

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<sup>15</sup>Section 63(3) HEI Act.



## **Art. 16**

### **Final Thesis**

1. The final theses are the bachelor's thesis and the diploma thesis.
2. Final theses are submitted by the student in accordance with the Rector's Directive on Bibliographic Registration, Keeping, Making Available, and Essential Requirements of Final Theses and Parts Thereof.
3. A student who has prepared a final thesis has the right to become acquainted with the opinions for it (the supervisor's opinion and the opponent's opinion) within the deadline given in the faculty schedule of the academic year, but no later than three working days before the defence. The final thesis together with the defence of the final thesis form a state examination course.
4. If a student can choose between several specializations within the state examination, the topic of the final thesis should be in accordance with the chosen specialization.
5. The defence of the final thesis is not divided into parts. The result of the defence of the final thesis is assessed using grades A to FX based on the assessment of the board.
6. In addition to the members of the board, the defence of the final thesis is usually attended by the supervisor of the final thesis and the opponent.
7. The procedure for the preparation of the final thesis, its submission, the originality check, and its assessment are determined by specific internal regulations of UPJŠ.

## **Art. 17**

### **Overall Assessment of Study**

1. The overall result of successfully completed study in the first level, second level and combined first and second level is assessed using two grades:
  - a) passed with honours,
  - b) passed.
2. A student has passed with honours if during the entire study of the study programme:
  - a) of the first level or the combined first and second level the student achieved a weighted study average of better than 1.5 (including the courses of the state examination) and passed the state examination (state examinations) with the grade "passed with honours" in the standard time;
  - b) the weighted study average of the second level was better than 1.3 (including the courses of the state examination) and the student passed the state examination(s) with the grade "passed with honours" in the standard time.
3. If the conditions in (2) of this Article are not met, the student is graded under (1)(b) of this Article.

## **Art. 18**

### **Completion of Studies**

1. The student properly completes their study by completing their study in accordance with the relevant study programme. The length of study must not exceed the standard period of study by more than two years in the full-time form of study or by more than three years in the part-time form of study.
2. The day of proper completion of study is the day on which the last of the conditions prescribed for the proper completion of study of the given study programme was met.
3. The proof of proper completion of study and the acquisition of the relevant academic degree is a university diploma, a diploma supplement and a state examination certificate.
4. The university diploma, diploma supplement and state examination certificate are issued by the University. A university diploma is usually awarded to a student at a graduation ceremony.
5. In addition to the proper completion of study<sup>16</sup>, study is also terminated for the reasons set out in the HEI Act.<sup>17</sup>
6. A student's study is also terminated upon expulsion from study due to failure to meet the requirements arising from the study programme and the University's Study Regulations, including if the student's study exceeds the standard length of study or if, despite the request of the Rector, or the Dean if study is provided at a faculty, the student fails to pay the prescribed tuition fee by the set deadline. The Rector may, at the request of the student, set an alternative date for the payment of the tuition fee.
7. Against the Rector's decision if the student is studying a study programme provided by the University, or the decision of the Dean if the student is studying a study programme provided at a faculty, on the expulsion of the student from study under the relevant provisions of the HEI Act<sup>18</sup>, the student may submit a request for a review of the Rector's or Dean's decision on expulsion from study. The Rector or Dean may grant the request himself/herself if he/she finds that the decision was issued in violation of the HEI Act or of an internal regulation of the University or faculty. Otherwise, the Rector forwards the student's request for a review of the decision to the UPJŠ Academic Senate if the Rector decided on the student's expulsion, or the Dean forwards the student's request for review to the Rector if the Dean decided on the expulsion. The UPJŠ Academic Senate or the Rector of UPJŠ changes the decision if it was issued in violation of the HEI Act or an internal regulation of the University or faculty. Otherwise, the UPJŠ Academic Senate or the Rector rejects the request and confirms the original decision. The response to the request for review of the Rector's or Dean's decision must be sent to the applicant within 30 days of receipt of the request for review of the decision on expulsion from study.

## **Article 19**

### **Interruption of Study**

1. A student may interrupt their study, including multiple times, in accordance with (2) and 3 of this Article as follows:

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<sup>16</sup>Section 65 of the HEI Act.

<sup>17</sup>Section 66 of the HEI Act.

<sup>18</sup>Section 66(1)(c) and (1)(d) of the HEI Act.

- a) at the bachelor's level for a total duration of up to two academic years,
  - b) at the master's level for a maximum of one academic year,
  - c) at the combined study for a maximum of three academic years.
2. A full-time and part-time student may interrupt their study no later than one week after the beginning of the semester without giving a reason. For serious reasons, study can be interrupted at any time. A condition for interruption without giving a reason is that the student has completed re-enrolled courses from the previous semester.
  3. Interruption of study is permitted by the Rector, or the Dean if the study programme is provided at a faculty.
  4. Special consideration is given to applications for interruption of study from pregnant students, students who are permanently caring for a child under the age of three or a child with a disability under the age of 5. In these cases, the student may interrupt their study multiple times, while the period of interruption is subject to the approval of the Rector, or the Dean in the case of a study programme provided at a faculty, without the restrictions set out in (1)(a) to (c) of this Article. In aggregate, the interruption period may be of a maximum period of 3 academic years.
  5. The decision on the interruption or refusal to allow the interruption of study contains a statement, justification, and information on appeals, including a precisely defined period of interruption of study, and it is not possible to appeal against it.
  6. A student who interrupts their study ceases to be a student on the day specified in the decision on the interruption of study.
  7. A student whose study has been interrupted has the right to re-enrol in study after the expiry of the interruption period, which is specified in the decision on interruption of study.
  8. During the period of interruption of study, the student is not a UPJŠ student and this period is not included in the standard length of their study.<sup>19</sup>
  9. In the event of the immediate interruption of study, at the student's request, a course may be transferred to the enrolment sheet created after re-enrolment. In the event that it is necessary to transfer all courses from the current semester, this semester is not included in the standard length of their study. Re-enrolment in study is possible within the deadline under (7) of this Article.

## **Art. 20**

### **Student Transfers**

1. Transfer means the enrolment of a student of another university or UPJŠ, in a study programme of the same level, in the same or a related study programme, provided by UPJŠ.
2. A student can apply for a transfer to the Rector of UPJŠ, or the Dean of the Faculty if the study programme is provided at a faculty. A transfer application cannot be submitted by a student who has interrupted the study at the time of its submission.
3. The transfer application is submitted by the student in writing after meeting all the conditions set by their university for advancement to the next year of study, but no later

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<sup>19</sup>Section 69(3) HEI Act.

than 31 August of the given year, unless the internal regulation of the faculty stipulates otherwise. The application includes a transcript of records from previous studies confirmed by the university, information sheets or syllabi of completed courses and confirmation that the student is a student of the relevant university at the time of submitting the application.

4. The Rector or the Dean, if the study programme is provided at a faculty, decides upon the student's application within 30 days of the delivery of all documents intended for this decision by the UPJŠ Study Regulations or of the faculty, if the study programme is provided at a faculty. When assessing the application, the decision is also based on the capacity and the written opinion of the PRSP of the relevant study programme.
5. If the Rector, or the Dean in the case of a study programme provided at a faculty, grants the student's application, the student will be notified of the day of enrolment and the completed courses from the previous studies that will be accepted for completion of the given study programme by its PRSP.
6. On the day of enrolment in a study programme under paragraphs 1 to 5 of this Article, the student becomes a UPJŠ student and their previous study is considered to have been withdrawn from on the day preceding the day of enrolment.
7. Within three working days of the enrolment, the Higher Education Office, or the Study Department of the faculty if the study programme is provided at a faculty, notifies the higher education institution from which the student has withdrawn from their study about which student and in which study programme enrolment has been permitted and the date of enrolment.

## **Art. 21**

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

Administrative tasks related to the enrolment in individual courses, announcing exam dates, registering for exams, recording course assessment, publishing course information sheets, syllabi, sample study plans and publishing the timetable are preferably performed through the Academic Information System (AiS2) of UPJŠ.

## **Part III**

### **OTHER PROVISIONS**

## **Art. 22**

### **Rigorous Exams**

1. Graduates of study programmes who have obtained the title of "magister" (master) can take a rigorous examination, which also includes the defence of a rigorous thesis in the field of study in which they obtained higher education or in a related field of study.
2. The university awards academic degrees:
  - a) "Doctor of Natural Sciences" (abbreviated as "RNDr."),
  - b) "Doctor of Philosophy" (abbreviated as "PhDr."),
  - c) "Doctor of Laws" (abbreviated as "JUDr."),
  - d) "Doctor of Education" (abbreviated as "PaedDr."),

3. The rules for conducting rigorous examinations are laid down in the internal regulation of the faculty at which the rigorous examination procedure is performed.

### **Art. 23** **Praise and Rewards**

1. The Rector of the University may award a commendation associated with the award of a one-time grant to students who:
  - a) have achieved excellent academic results during their study,
  - b) have produced an excellent final thesis;
  - c) have shown an exemplary civic attitude or have performed an exemplary act;
  - d) have successfully represented the University,
  - e) have actively participated in the activities and development of the University.
2. The rules for awarding the Rector's commendation, and the associated award of a one-time grant, are governed by the UPJŠ Scholarship Regulations and other internal regulations issued by the Rector.
3. The deans of faculties may award commendations and rewards to a student enrolled in a study programme provided at a faculty in accordance with the internal regulations of the faculty.

### **Art. 24** **Transitional and Final Provisions**

1. These Study Regulations were approved at the meeting of the UPJŠ Academic Senate in Košice on 24 April 2025.
2. These Study Regulations enter into force on the day of their approval by the UPJŠ Academic Senate in Košice and enter into force on 01 September 2025.
3. With the entry into force of these Study Regulations, the Study Regulations of Pavol Jozef Šafárik University in Košice for the first, second and combined first and second level of study, approved by the UPJŠ Academic Senate on 16 May 2019, are cancelled.

Prof. Jana Kaťuchová, MD., PhD., MBA  
Chairperson of the UPJŠ Academic Senate

prof. Daniel Pella, MD., PhD.  
Rector of UPJŠ

## Appendix No. 1

### Recommended method of assigning credits to courses in the creation of study programmes at UPJŠ at the first, second and combined first and second level of study

The aim of formulating the recommended method of assigning credits is to create a basis for a transparent definition of the student's workload expressed through ECTS credits. The ECTS credit is a numerical value assigned to each course, expressing the estimated amount of work required to meet the prescribed learning outcomes. One ECTS credit is equivalent to 25 hours of work.

The recommended method of assigning credits to individual courses is based on Article 10(4) of these Study Regulations under which one semester contains 14 teaching weeks and the examination period lasts at least 5 weeks.

In the case of a professionally oriented study programme, the programme includes compulsory work experience of 1 semester, which is expressed as 30 ECTS credits.

The maximum recommended number of courses completed by exam is 5 in each semester.

Individual items and values in the tables can be adjusted accordingly, taking into account the specifics of the implementation of a particular course and with increased demands on the indicative scope of activities listed in Tables 1 and 2. A general explanation of the structure and scope of the student's workload in correlation with the expected learning outcomes is contained in the information sheet of the relevant course.

**Tab. 1 Table of recommended distribution of ECTS credits for courses with a predominance of direct teaching:**

|   | <b>Recommended proportion</b> | <b>Intensity</b>         | <b>6 ECTS credits = 150 hours</b> | <b>5 ECTS credits = 125 hours</b> | <b>4 ECTS credits = 100 hours</b> | <b>3 ECTS credits = 75 hours</b> | <b>2 ECTS credits = 50 hours</b> |
|---|-------------------------------|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <b>Direct teaching (face-to-face, distance, combined)</b> | 40.00%                        | lessons per week         | 5 - 6                             | 4 - 5                             | 3 - 4                             | 2 - 3                            | 2                                |
| <b>Individual consultations</b>                           | 5.00%                         | hours per semester       | 7.5                               | 6                                 | 5                                 | 4                                | 2.5                              |
| <b>Group work / Practical activities</b>                  | 15.00%                        | hours per semester       | 22.5                              | 18                                | 15                                | 11                               | 7.5                              |
| <b>Self-study</b>   | 30.00%                        | hours per semester       | 50                                | 37.5                              | 30                                | 25                               | 15                               |
| <b>Assessment (written test, exam...)</b>                 | 10.00%                        | hours per semester       | 15                                | 12.5                              | 10                                | 7.5                              | 5                                |
|   | 100.00%                       | <b>Approximate total</b> | 152.75                            | 121.25                            | 96.75                             | 73.75                            | 51                               |

**Tab 2. Table of recommended distribution of ECTS credits for courses with a predominance of self-study:**

|                                 | <b>Recommended proportion</b> | <b>Intensity</b>         | <b>6 ECTS credits = 150 hours</b> | <b>5 ECTS credits = 125 hours</b> | <b>4 ECTS credits = 100 hours</b> | <b>3 ECTS credits = 75 hours</b> | <b>2 ECTS credits = 50 hours</b> |
|---------------------------------|-------------------------------|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|----------------------------------|----------------------------------|
| <b>Individual consultations</b> | 10.00%                        | hours per semester       | 15                                | 12                                | 10                                | 7                                | 5                                |
| <b>Practical activities</b>     | 15.00%                        | hours per semester       | 30                                | 25                                | 20                                | 15                               | 10                               |
| <b>Self-study</b>               | 30.00%                        | hours per semester       | 105                               | 88                                | 70                                | 53                               | 35                               |
|                                 | 100.00%                       | <b>Approximate total</b> | 150                               | 125                               | 100                               | 75                               | 50                               |

## **Appendix No. 2**

### **I. Recommended standards for the assessment of oral examinations**

#### **Grade A**

The student can independently answer the selected exam question(s). He/she demonstrates an understanding of the matter, a systematic and general overview of the issue. He/she is well versed in the practical application of theoretical institutes, in the interconnection of theories, institutes and areas of the field. No additional questions are necessary.

#### **Grade B**

The student can independently answer the selected exam question(s). He/she demonstrates an understanding of the matter, a systematic and general overview of the issue. He/she is well versed in the practical application of theoretical institutes, in the interconnection of theories, institutes and areas of the field. In order to fully answer the question/questions, additional questions are required that the student can answer.

#### **Grade C**

The student can independently answer the selected exam question(s). He/she demonstrates an understanding of the matter and a systematic overview of the issue, and also an understanding of the practical application of theoretical foundations. He/she is well versed in the issue, but his/her knowledge is not complete. In order to fully answer the question/questions, additional questions are required that the student can answer.

#### **Grade D**

The student demonstrates basic knowledge regarding the selected exam question(s), but has a general overview of the issues discussed. Orientation in the practical application of theoretical institutes is limited. In order to fully answer the question/questions, additional questions are required, which the student cannot fully answer.

#### **Grade E**

The student demonstrates basic knowledge of the selected exam question(s), but lacks a general overview of the issues discussed. Understanding of the practical application of theoretical institutes is limited. In order to fully answer the question/questions, additional questions are required, which the student cannot fully answer.

#### **FX Rating**

Failure to qualify for an E grade or presentation of serious misconduct despite otherwise sufficient expression.

### **II. Recommended standards for the assessment of written exams**

|           |            |
|-----------|------------|
| <b>A</b>  | 100% - 93% |
| <b>B</b>  | 92% - 85%  |
| <b>C</b>  | 84% - 74%  |
| <b>D</b>  | 73% - 63%  |
| <b>E</b>  | 62% - 55%  |
| <b>FX</b> | 54% - 0%   |