



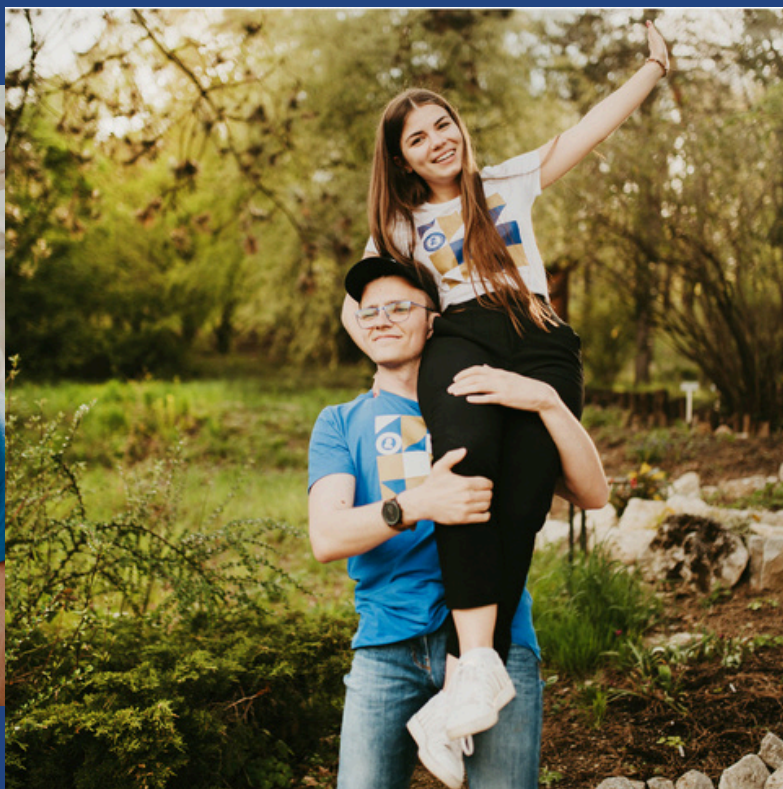
STUDY GUIDE

For students of UPJŠ in Košice

*Updated information for 2025/2026



Unleash Potential, Jumpstart Success



CALENDAR

September 16, 2025, 10:30AM	→	Opening ceremony of 25/26 AY
Sep. 16, 2025 - Dec. 19 2025 (14w)	→	Winter Semester
October 31, 2025, April 7, 2026	→	Rector's Day Off
November 10 - 12, 2025	→	University Sport Days
November 26, 2025	→	Internship Day
Dec. 22, 2025 - Jan. 1, 2026	→	Winter holidays
Jan. 2, 2026 – Feb. 6, 2026 (6w)	→	WS Exam Period
Feb. 9, 2026 – May 15, 2026 (14w)	→	Summer Semester
April 15, 2026	→	Career Day
May 18, 2026 – June 26, 2026 (6w)	→	SS Exam Period
June 29, 2026 – August 31, 2026	→	Summer Holidays



STUDENTS MEETINGS

with

JUDr. Ľudmila Elbert, PhD., univer. assoc. prof.,
Vice-Rector for Undergraduate and Lifelong Learning
in Minerva building (2PM - 3PM)

Oct. 8, 2025

Nov. 5, 2025

Dec. 3, 2025

prof. MUDr. Daniel Pella, PhD.
Rector of Pavol Jozef Šafárik
University in Košice



Dear first year students,

I warmly welcome you to Pavol Jozef Šafárik University in Košice. I believe that in the coming years of your study you will see that your choice was the right one. UPJŠ has been long ranked among the best universities in Slovakia, which is confirmed by its placement in the ranking of the best universities in the world.

In the spirit of our credo, "wisdom of the past – knowledge of the present – education for the future," and trends in developed countries in the European Union and around the world, we strive to provide education in such a way that studying at UPJŠ contributes as much as possible to your personal and professional development and provides you with the best possible foundation for your future career. Thanks to the innovative nature of our teaching, our graduates always find it easy to find employment. Without exaggeration, it is you who will shape the future of our University and the future of our country.

Starting the university studies brings many questions and new situations that first-year students have to deal with. Don't worry, we are not going to leave you alone. The first helping hand we offer you is this guide, in which you will find basic information about the University, the academic year, and academic traditions. The second helping hand are your older colleagues and the Buddy Program, which aims to support new students so that they feel comfortable at their alma mater and have easier access to the information and services offered by UPJŠ. If necessary, do not hesitate to contact your teachers. Open and honest dialogue, mutual respect, and consideration for each other's interests are the only way to achieve our common goal—the successful completion of your studies, which is associated with one of the most beautiful moments of youth, namely the graduation ceremony.

I wish you much success in your studies and many wonderful memories of your student life.



WELCOME TO UPJŠ!

The tradition of university education in Košice was established in 1657 by the founding of the University of Košice (Universitas Cassoviensis). In its modern form, the University of Košice was founded in 1959 as the second University in Slovakia.

Five faculties are part of the UPJŠ in Košice today: Faculty of Medicine, Faculty of Science, Faculty of Law, Faculty of Public Administration and Faculty of Arts, as well as **one department**: Institute of Physical Education and Sport. More than 7 500 students are currently studying at the University, choosing from more than **280 study programmes**.

Part of our university's credo is focusing on the future, not only hypothetically, but also practically. This is evidenced by the formulation and follow-up of the **Long-term Plan of the UPJŠ until 2025**, which means constant progress in scientific and educational activities at the international level.



Our University is an important part of a number of ambitious regional and international intentions, the common denominator of which is the effort to contribute to the creation of a motivating environment for students, employees, and the general public.

We are a member of **European University Association, signatory of the Magna Charta Universitatum, member of the Slovak-french University Institute – L’Institut universitaire franco-slovaque, HSR4R, and the AURORA Alliance.** UPJŠ is aware of its social responsibility extending beyond our region. It has been established as a cosmopolitan university and its ambition is to be the best university in Slovakia and to rank among the top quarter of the best universities in Central Europe.

We take pride in the prestigious **HR Excellence in Research award** - awarded by the European Commission to institutions that meet European standards in research and UPJŠ was among the first universities in Slovakia to receive it.



HR EXCELLENCE IN RESEARCH



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THE MANAGEMENT OF UPJŠ

You meet a lot of people at the University every day. In addition to students and teachers, you can also meet people from the management of our University. It is headed by the Rector, the statutory body of the University, responsible for the entire University with its individual parts, Faculties. The Rector is elected by the Board of Trustees and the Academic Senate every four years. **Our current Rector for the years 2023 - 2027 is prof. MUDr. Daniel Pella, PhD.**

Vice-Rectors are a part of the management of UPJŠ appointed by the Rector. They partake on the decision processes and the management of the university, represent the Rector in many areas.

UPJŠ has eight Vice-Rectors:

- **prof. MUDr. Monika Halánová, PhD.** - Vice-Rector for Academic Qualifications and PhD Studies, and person in charge of representing the Rector in his absence,
- **prof. RNDr. Renáta Oriňáková, DrSc.** - Vice-Rector for Science, Research and Projects,
- **Dr. h. c. prof. MUDr. Pavol Jarčuška, PhD.** - Vice-Rector for Strategic Development and Investments,
- **JUDr. Ľudmila Elbert, PhD., univer. assoc. prof.** - Vice-Rector for Undergraduate and Lifelong Learning,
- **Dr. h. c. prof. Mgr. Slávka Tomaščíková, PhD.** - Vice-Rector for International Relations,
- **doc. Ing. Silvia Ručinská, PhD., univer. prof.** - Vice-Rector for Internationalization,
- **doc. PaedDr. Renáta Orosová, PhD.** - Vice-Rector for Interdisciplinary Education and Innovations,
- **prof. Mgr. Jaroslav Hofierka, PhD.** - Vice-Rector for Quality of Education.

The **Quaestor** is a part of the management as well, responsible for material, economic, and personal areas of the university. The current Quaestor of UPJŠ is **Ing. Ivan Pezlar, DBA, MBA.**

The university's governing bodies include **the University Management, the Rector's Council, the Extended Rector's Council, the Academic Senate, the Scientific Council, the Administrative Council, the Ethics Committee** and **the Board for Internal Quality Veification**.

Each faculty has its own management consisting of **Deans** and **Vice-Deans**, as well as a separate **Academic Senate**. The Senate elects the Dean of the faculty every four years. The dean then appoints Vice-Deans for various areas.

With more than **7,500** students, the functioning of the University is ensured by a large number of employees – scientists, teachers, laboratory technicians, administrative and technical-operational staff. More than **1,800** employees work at UPJŠ.

As you can see, the University is not run by just one person or a small group of people. Everyone has their own role and position, which is also reflected in the specific forms of address used in the academic environment. Do you know how to address people correctly?

Professor or doctor? How to address correctly.

During ceremonies and important events you will hear foreign-sounding addresses of University leaders. This historically preserved custom persists to this day as one of the reminders of the values of the University and its members.

Magnificence is a ceremonial title of Rector used in official communications and events, such as: "Your Magnificence, dear Rector,..."

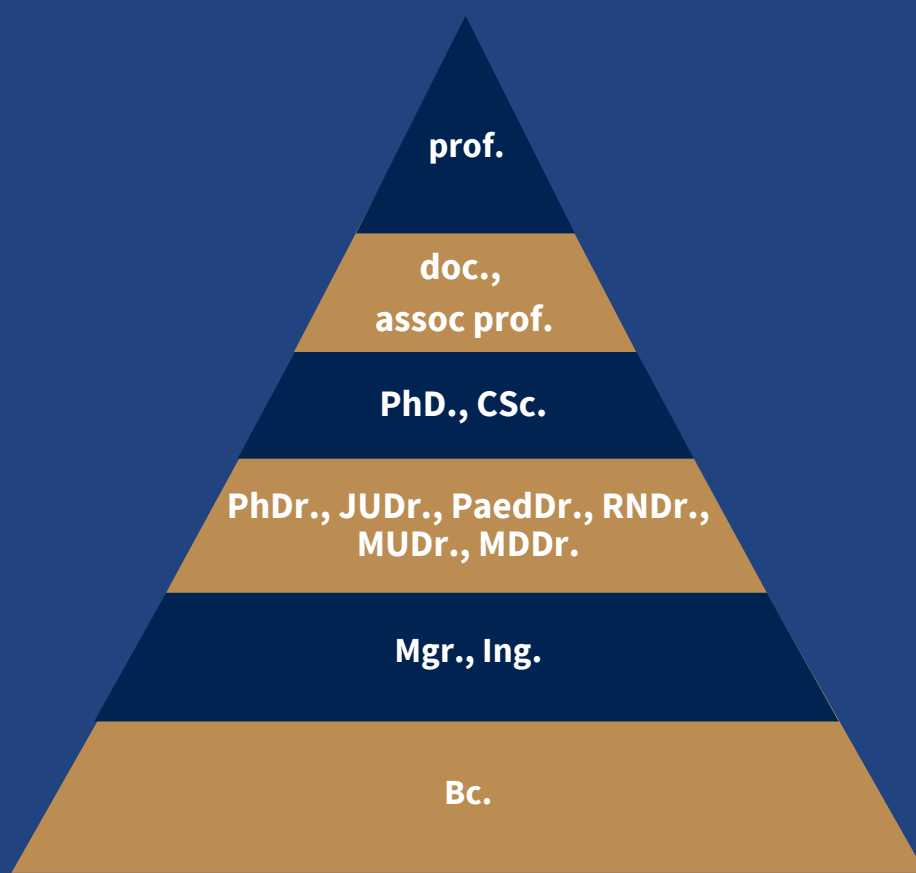
Spectabilis – the Deans are addressed on important occasions, such a graduation, with this title.

Honorabilis is used to reach out to other personalities. We don't use it to address Rector or Deans, but for example Vice-Deans, the Chairperson of the Academic Senate, etc.

However, as part of your stay at the university, you will most often use less specific addressing, namely titles. It is always good to find a title of the person you are going to communicate with.

By using the title correctly you express **respect** to the addressed person. If a person holds a function within the academic environment, for example, a Vice-Rector/Dean/Chairperson of the Academic Senate, we address him as **his function**, "Rector Pella" instead of "Professor Pella". Of course, we are all human, and anyone can make a mistake.

Let's start from the **lowest** academic levels. When you successfully finish the first cycle of the university study, you get the title of **Bachelor**. After finishing the second cycle the graduate is titled either **Master** or **Engineer**. If someone has a title after the surname (Ph.D., Csc., or DrSc.) in addition to Mgr. or Ing., we address them as **doctor**, the same rule is in case of titles PhDr., JUDr., PaedDr., RNDr., MUDr., MDDr., etc. No less frequent are also scientific and pedagogical ranks – **associate professor (docent in Slovak language)** and **professor** – written before the name. They always take precedence, which makes it much easier to address the particular associate professor or the professor. Professor is the highest scientific and educational rank of the university educator.



STUDIES

What do I need to know and master in order to successfully finish my studies?

Successfully finished studies are the goal of every student. To fulfill this goal without any complications it is important to know one's duties. All students have duties, most importantly **completing all study courses** that are rewarded by credits. Each university has its own set of rules to fulfill in order to graduate.

The document that contains all of UPJŠ study rules is called the **Study Regulations**, and it defines all students' rights and duties. We advise you get familiar with it, as it can help you avoid stressful moments and ease completing your studies.



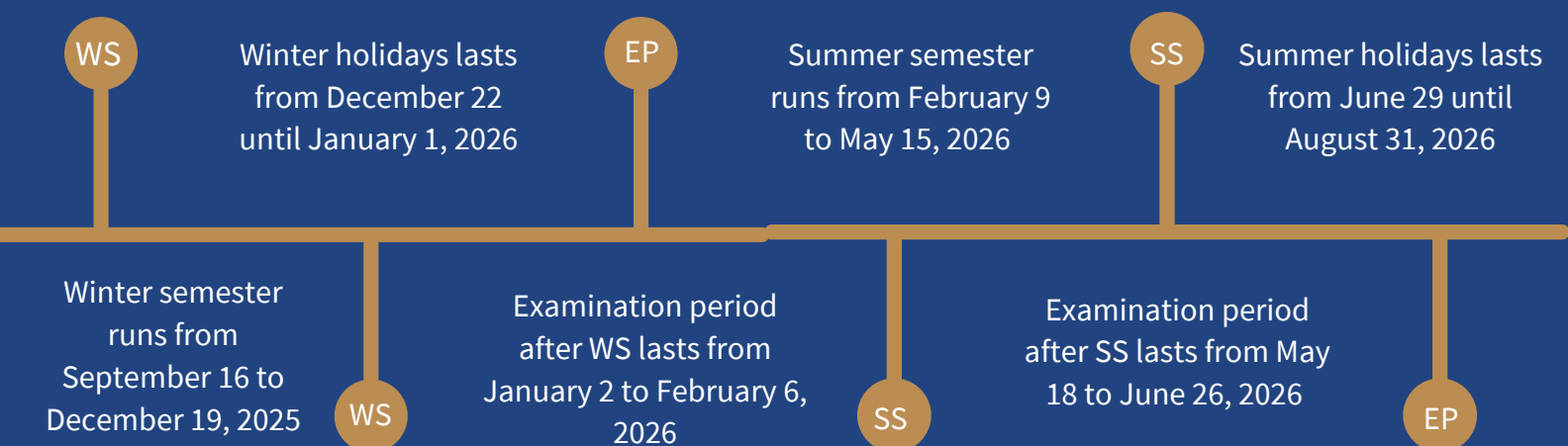
SCHEDULE OF THE ACADEMIC YEAR

As you might remember from high school, the academic year is divided into **two semesters**.

The academic year begins with the **winter semester** and ends with an examination period, and then follows with the **summer semester** and another examination period. Each academic year ends with a long summer free period.

During the examination period your knowledge gained throughout the semester will be tested. You have to sign for **exams** through AIS. Not all courses end in examination, some are completed throughout the semester. You can find how the course ends in your study plan (“Ex” means exam, and “Ev” means evaluation).

Each semester lasts approx. 13 to 14 consecutive weeks.



Your primary focus is the successful completion of courses in time intervals of your choice. In other case you will have carryover courses in the next academic year, which can result in complications (more schoolwork, more exams).

The current academic year 2025/2026 has its **time schedule**, which contains dates of many important events worth coming to.

Beware that each Faculty has its own time schedule and they can differ, so **pay attention not only to the time schedule of the University, but time schedule of your Faculty as well!**

Calendar of the Academic Year 2025/2026:



COURSES

As to not make it so easy, no course is like the other. They are divided into **3 types** according to their importance, difficulty and overall time burden.

Primarily, you are focused on **mandatory courses** = "A" You cannot avoid them and it is unfortunate to forget to sign up for them. They contain topics that are directly related to your field.

The following are **compulsory optional courses**. Depending on your study programme, you can choose from more of these so-called "B" subjects than is necessary for graduation. Therefore, you can "choose" the most interesting or beneficial ones for your direction of study. However, you must ensure that the sum of credits for compulsory optional courses is sufficient at the end of the year/study.

No less interesting is the category of **optional courses**, the so-called "C" subjects, none of which are compulsory. However, in many cases, these are specifically oriented courses, which can help you with the above-mentioned compulsory subjects. In order to not spend your studies sitting behind a desk you can choose sport activities subjects that happen either on weekly basis, or in a form of a training course. In addition, they are a good way to supplement your missing credits.

Detailed information about your study programme, minimum number of credits, study plan, syllabi, etc. can be found in the new **Register of Study Programmes**. Each course has its own syllabus with its content, number of credits, names of the teachers, prerequisites for its completion, homework and assignments waiting for you, and recommended literature.



Do not forget about the **electronic notice board**, especially for the courses you have signed up for. Teachers of the subject put the latest and most important information there - from the dates of exams through absences, etc. You will find it in the AiS in the menu on the left, however, always follow your teacher's instructions.

Evaluation

The course can end with **an exam** or **an evaluation**. You can find the means of completion in the study plan and the syllabus. The exam can be oral or written and sometimes can be conditioned by **a continuous evaluation**. Courses ending in the evaluation are usually completed by getting a needed minimum points on written tests, submitting a paper, or completing an assignment. It also means that you do not have to anticipate an exam. ;-)

A course can be evaluated as “**passed**” or “**did not pass**”. During the first and second cycle of the study, as well as the joined study cycle, the courses are usually evaluated by **A to E according to classification grade** in case of a successful completion of the course or the exam and **F(X) in case of an unsuccessful completion**. You have to repeat the unsuccessfully completed (FX) course in the future, depending on your study plan, or to fill in missing credits with other courses. **We advise you to carefully check which of your courses are compulsory.**



Course enrolment, deletion and prerequisites

It is impossible to enroll in or to delete courses at any time during the year. There are specific deadlines for this, which last for several weeks before the start of the semester and you can only do this through AiS. If you have already enrolled in a course and find that you do not want to or cannot complete it, you will need to "drop" it. The procedure is simple – fill out the appropriate form, aptly named "**Request to drop a course**," have it signed by the head of the department, and then submit it to your study department. The same procedure applies to late course registration when AiS no longer allows it.

Some courses also have **prerequisites** ("required previous courses"). In other words, if you want to take course Y, you must have already completed course X (the prerequisite for course Y). In practice, this means that you will complete subject X in the winter semester and subject Y in the following summer semester. It is therefore advisable to check/ask or consult with your classmates whether such subjects are available and how to plan them appropriately for each semester. If in doubt, check the procedure at the study department.



CREDIT POINTS

Credits, or rather the **credit system** (ECTS – European Credit Transfer and Accumulation System), serve as a reliable indicator of the quality of your studies. You will be awarded credits for each course you successfully complete (except for FX grades). If you ever feel that you deserve more credits for certain courses, rest assured that their calculation is not random and depends on three aspects:

1. **weekly hours** – how much time per week is spent teaching the course,
2. **completion of the subject** – unlike assessment, an exam adds 1 credit to the subject,
3. **the degree of above-standard amount of extracurricular work**, i.e. homework, required to master the subject.

As we have already mentioned, during your studies you must **pay attention to how many credits you need to earn by the end of your studies**. For example, the minimum requirement for advancing from the 1st to the 2nd year of full-time first-cycle studies (Bachelor's degree) is to earn **at least 40 credits**, and by the end of the second year, **90 credits for two years of study**, all by the end of the exam period (not by the end of August, as some students sometimes mistakenly believe). However, earning only these minimum numbers of credits may not pay off in the end, as the minimum number of credits (including credits for the final state exam and thesis defense) required to obtain a bachelor's degree **after 3 years of study is 180 credits**. If you only have 90 credits at the end of your second year, prepare yourself for a very busy third year.



SCHEDULE

Now that you know **all that is** waiting for you next semester, it does not hurt to know **when, where** and **whom with**. That's what the **schedule** is for, which contains information about the name of the course, the time and place it happens, the name of the lecturer, and more. You can find the timetable in AiS2, and you create your own by registering courses from **the registration sheet** in the timetable again at a predetermined interval. Sometimes you have the option of choosing from several alternative times or even days for a class in a single subject. Remember that you must **not only register each subject** from the study plan **to the registration sheet**, but also **register it in the schedule** for the given semester in the relevant academic year.

Sometimes, “B” courses may overlap. This often cannot be changed, as the teaching schedule depends on many circumstances, such as classroom availability, capacity, teacher's schedule, etc. One option is to ask the teacher and then your classmates who have enrolled in this course if it would be possible to reschedule it. **Remember that compulsory courses should not overlap.**



SPORTS AT UPJŠ

Your life at the University does not have to start and end in the lecture room. The University provides you with a wide range of leisure and interest opportunities. One of them is also sports activities provided by the [Institute of Physical Education and Sport](#).

In addition to having the subject of sports activities in your study plan, you always have the opportunity to participate in your favourite sports beyond the study plan.

The [variety of sports](#) includes aerobics, basketball, badminton, bouldering, floorball, yoga, swimming, gymnastics, table tennis, chess, volleyball and many others - all you have to do is choose.

The deadline for **registration** to the schedule for this academic year is set **for September 12**. The classes thus begin a week later, i.e., **from September 22, 2025**.

If you have questions about individual sports, we encourage you to contact the appropriate sports referent. You can find their list [HERE](#).

At the same time, you have the opportunity to rent some premises - gyms, which we have four at our university, near dormitories at Medická Street and on the premises of the Faculty of Science/Rectorate on Kostlivého Street.



ÚTVŠ allows you to participate in interesting several-day courses:

- **survival course**
- **exercises by the sea**
- **Tisza river rafting**
- **skiing and snowboarding**
- **bicycle touring**

You can sign these courses in AiS as a specific subject.

Additionally, it is now possible to enroll in certified interdisciplinary courses:

- **Psychomotorics I, II, III;**
- **Ethics in Biomedical Sciences for Healthcare Practice (in cooperation with the Faculty of Medicine).**

Don't forget about the **College League**, which takes place during the academic year in sports like basketball, badminton, floorball, futsal and volleyball. In addition, as part **Physical Education Unity Slávia UPJŠ Košice**, you are allowed to be a member of one of the clubs and groups that operate both competitively and non-competitively.

You and your classmates can find out how skillful you are at the annual **University Sports Days**, in which you will compete in one of six sports for material prizes! For more information, follow the ÚTVŠ and UPJŠ website and social media.



BUILDINGS

You already know what classes you are going to have, or who is going to teach them. However, do you know **where** they will be held? For each item on the schedule you have in AIS, there is an **abbreviation of the building/room**. For example, AA2S6 for the Faculty of Arts means A - Aristotle, 2 - second floor, S6 - room designation.

The screenshot shows a window titled "Rozvrh hodín" (Schedule of lessons). Inside, the class details are as follows:

KF/FOGJ/09		✕
F. Nietzsche: Filozofia v tragickom období Grékov		
Čas	Pondelok 15:20 - 16:50 (14.02.2022 - 20.05.2022)	🖨️
Spôs. výučby	C - Cvičenie	
Pravidelnosť	TYZ - týždenne	
Rozsah	2.00h	
Miestnosť	AA2S6 - Moyzesova 9, poschodie 2	
Vyučujúci	Mgr. Peter Olenič	

However, in order to find the building itself, we offer you a [map of the buildings](#) of your faculty, a [virtual tour](#) and a map of [university buildings in Košice](#). Some buildings are equipped with an electronic lock, which means you can only get in with ISIC.

In addition to the “teaching” buildings, there are also a number of no less interesting objects on the premises. For example, **canteens, cafes, libraries, gyms**.



BROADEN YOUR HORIZONS

There are **no** limits to learning. This is an unconditional truth at our University. This is proved by the possibility for each student to choose their own study path. In addition to the compulsory courses in your study plan, you are free to choose to further develop your knowledge and skills.

One of the increasingly popular ways of expanding knowledge from other areas is to enroll in the so-called Certified Interdisciplinary Courses. As the name suggests they combine more study programmes into a one complete one. It is thus a supplement to your primary studies in the form of several essential subjects, e.g. in the field of **law, marketing, psychology, computer science, pedagogy**, or the **TOEFL certificate**.

After completing them, you can obtain an official certificate and, above all, knowledge and skills that will help you in the future **practice**.



UNIVERSITY LIBRARY

Literature and information resources necessary for study, writing papers and theses, pleasant environment for studying and spending leisure time with unlimited access to the Internet, help with orientation in the world of information and working with them will be provided by the departments of the **UPJŠ University Library in Košice**:

- Medical Library (Tr. SNP no 1),
- Library of Science (Medická Street No. 6; Angelinum Park No. 9 - A. Merici Study),
- Library of Law (Kováčská Street No. 26)
- Library of Faculty of Public Administration (Popradská Street no. 66
- Library of Arts (Moyzesova Street No. 9 – Gutenberg building)

To use the library **you have to be registered**. Registration and prolongation are **free of charge** and to use the library you just need your **ISIC**.

Not only you can borrow literature from the library, you can buy it in the University shop on Tr. SNP no. 1, or via the **Unibook e-shop**.

This, as well as other information, can be found on the **website**, **Facebook** and **Instagram** of the University Library.



VIRTUAL SIDE OF UNIVERSITY

AiS2

The Academic Information System (AiS2) serves to maintain and manage all necessary information about your studies: from enrolled subjects, schedules, through data on any subject, submitting final theses and requesting an accommodation. Through AiS2, you simultaneously receive shared essential messages from the university management and teachers, such as information about the scheduled dates of exams, changes in the schedule, etc.

If you got lost right after opening AiS, do not worry. Just take a look at the **text** or **video manuals** to help you navigate through it. You can find them after logging into AiS in the upper right corner.

Your “@student.upjs.sk” e-mail

In addition to AiS, we also communicate via university e-mails on Outlook. These e-mail addresses are in the format

- (personal identification number).@upjs.sk
- name.surname@student.upjs.sk
- employees have only **name.surname@upjs.sk**

Students are obliged to use this student e-mail for communication. Therefore, if you want to send an e-mail to your teacher, it is necessary to send it from **the university e-mail** and not from your private e-mail.



Wi-Fi a EduRoam

All students have a **Wi-Fi** network called **eduroam** (EDUcation ROAMing) at their disposal. The use of this network is free of charge throughout the whole study period. However, you need to set up access to it before you can use it. You can do this through a simple [tutorial](#).

Free Microsoft Office 365

One of the very useful benefits of studying at UPJŠ is the access to a free download of [Microsoft Office](#). This means that during your studies you will be able to use full versions of programs such as Word or PowerPoint, without which you simply cannot get by. In addition, as a bonus, you can also use cloud storage with a capacity of 1 TB. You log into it using your email details. These [instructions](#) will help you.



MS Teams

This might be an unnecessary information, but it might become helpful some day. During the pandemic, **MS Teams** has become a means of communication – from lectures, seminars to formal and informal meetings - at our university: in moments when the physical presence of everyone is a problem. You are logging into it via student email. We encourage you to download it directly to your PC or mobile phone, as it does not always work reliably in your browser. See also [how to use Teams](#) and also the [extended manual](#) with extensive descriptions.



Moodle and e-learning

Together with MS Teams, UPJŠ also uses Moodle. It is an educational system in an online form - through which you can sign up for a specific course, where you will have scheduled assignments, tests, texts and other necessary elements of teaching in one place. You log into it with the same username and password as you log into your Microsoft 365 account. However, not every course necessarily uses Moodle. Information for specific cases can be found in the electronic notice board in the AiS, which can be found in the left menu bar in the student view. For more information on digital forms of education, visit the university website [e-learning](#).

Intranet

The [Intranet](#) is used to store all the necessary data, documents, links and everything that is connected with our University. It is a medium through which you can get to anything you need: from all information systems, through the services of the University Library, to the possibility of booking a university minibus, ordering lunch from the cafeteria or accommodation in dormitories. Everything is neatly in one place.

University social media accounts

If you are not a follower of university [Facebook](#), [LinkedIn](#), [YouTube](#), [Twitter](#), [Instagram](#) or [TikTok](#) yet, now is the time. It is through social media that you can get up-to-date information about what is happening in all areas of the university. In addition, **Faculties, departments or institutes have their own profiles**, on which they publish all relevant information about their activities and future activities.



ISIC

ISIC or, in other words, a university student card **serves to identify you** not only within the university, but also, for example, in transport, cultural institutions and wherever you need to prove you are a student.

Many of our students will also take use the **prepaid discounts** you receive on your annual ISIC subscription.

This ID card with your photo is issued to you upon enrolment and opens the door for you (literally, since you have to use your ISIC to open some doors) in your university life.

Please contact our **AIO Administration** for any questions and troubleshooting.

ISIC also serves as an **electronic wallet**. You can use the credit that you add to it through various intermediaries when paying in the canteen, in the Minerva cafeteria or while traveling in public transport. One card you can use to the fullest.



WHO TO CONTACT IN CASE OF PROBLEMS?

Some **questions** and **problems** might arise when studying at the university. There is nothing wrong with that. However, it is important to know how to resolve the difficulties. Depending on the type of problem – what area it concerns and what are its consequences, it is easy to find **to turn to for help**.

Study department

The study department is primarily focused on solving the agenda of your studies (hence its name). You contact it when you have questions about the conditions of studies, changes within them, deletion/enrolment of courses, specific needs, etc. You can find the **contact** on the faculty website.

Tutor

The term tutor refers to someone who is a part of your faculty or department and it usually is a teacher or a doctoral student. **Their activity consists of helping new students to get used to** the department/institute environment, providing them with related information and advice. You can find the name of your tutor in your study plan - **in register of study programmes**. Tutor can help you with questions regarding the quality of lectures, with the possibility of getting broader knowledge or skills in your field, or with events, such as competitions, conferences, or Student Research and Professional Activities.



Dean, Vice-Deans - Faculty Management

Same as the Rector is the head of the University, the Dean is the leading figure of a Faculty. A University has as many Deans as it has Faculties. This title originates from the environment of church, as Universities were church institutions in the Middle Ages. The Dean is appointed by the Rector based on the recommendation of the Academic Senate and the results of elections. Based on the relationship between the Rector and the Vice-Rector, you can already guess that there is a similar relationship between the Dean and the Vice-Dean. As in the case of Vice-Rectors, Vice-Deans are responsible for a specific area in which they represent the Dean at the Faculty level.

Head of department/director of institute/head of clinic

A department or an institute at the University is an organizational unit that focuses on a specific area of academic activity, such as teaching, research, or professional training. An institute is a higher organizational unit that may include several departments. A department is a lower organizational unit. An institute is headed by a director who has broader powers. A department is headed by a department head who manages its activities and is accountable to the Dean. A clinic is a healthcare unit that focuses on providing practical healthcare, diagnosis, and treatment to patients. A clinic may be part of a medical faculty or a healthcare institution and is headed by a clinic director. A department focuses on the theoretical and academic aspects of a particular discipline, while a clinic is oriented towards the practical application of medicine and patient care.

Person responsible for implementing the study program

This is someone with the authority and responsibility for implementing, developing, and ensuring the quality of the study program, guaranteeing the professional quality and content accuracy of the study program. The prerequisite for performing this function is the scientific-pedagogical title of associate professor or professor. You use their help mainly when you have problems with the specific implementation of teaching, although the head of the department/director of the institute/head of the clinic also has similar knowledge of the field.

Curriculum board

Each study programme has its own board, consisting of the chair, two members who are teacherch at your department or institute, one student representative, and one employer representative (external member). Their job is to check, supplement and update the content of the study plan they are responsible for. If you have an incentive to improve the studies, this is the right recipient.

Board for Internal Quality Verification

Through this independent subsidiary body of the Rector, support, development and verification of the quality of education, research and other creative activities takes place at our university. If you have an incentive to improve the quality of your education and research, you have an open door. You can contact the Internal Control Verification Board directly.



University ombudsman

The position of Ombudsman at UPJŠ is held by **Prof. h. c. doc. JUDr. Mária Bujňáková, CSc.**, a lawyer with many years of experience. **Confidentiality, impartiality, and fairness** are guaranteed in the performance of her duties. You can contact the ombudsman in situations where your rights and legally protected interests may be, are, or have been threatened as a result of inappropriate or differential treatment, a conflict situation, inaction on the part of authorities that should have acted.

Issues you can contact the ombudsman about:

- Violation of the rights of applicants in connection with the admission procedure and enrollment in studies,
- Violation of students' rights related to studying, completing courses, course assessment, awarding scholarships, etc.
- Violation of employees' rights arising from labour relations,
- Unequal treatment and discrimination,
- Bullying, including mobbing and bossing,
- Protection of personality arising, for example, from defamation, damage to reputation, dignity, or privacy,
- Sexual harassment,
- Other situations that the reporter assesses as an infringement of their rights affecting their conditions of study or work performance.

Contact:

Faculty of Law, UPJŠ, Kováčska 26, Košice

tel: +421 55 234 4154, mobile: + 421 907 945 470

e-mail: maria.bujnakova@upjs.sk; ombudsman@upjs.sk

Address for written submissions:

UPJŠ Rector's Office, Šrobárová 2, 041 80 Košice



IS SOMETHING BOTHERING YOU?

The [University Counselling Centre](#) (UNIPOC) is a specialised university-wide workplace and its mission is to provide free of charge **psychological, legal, social, career counselling** (even for alumni) and **counselling in effective learning** to all students of Pavol Jozef Šafárik University in Košice. Consulting takes place in person or online (video call, chat, e-counseling). It also organizes various events for students, e.g. Career Day, Internship Day, Autogenous Training, or workshops **Learn to Learn, Meet Your Inner Critic, or Write Your CV**.

At the same time, UNIPOC is in charge of supporting and caring for students with specific needs. Support services available:

- **counselling,**
- **technical support (special devices and aids),**
- **IT support,**
- **library services,**
- **Erasmus+,**
- **wheelchair accessible rooms in student homes.**

During the academic year, UNIPOC creates a [podcast](#) for students, [UNIPO\(ke\)C](#). In individual episodes, UNIPOC brings a number of advice on career, mental health, but also effective use of free time from experts from the University Counselling Center at the UPJŠ in Košice and their guests.



YOU WON'T GET LOST WITH BUDDY

By the initiative of UNIPOC, the popular **Buddy project** was launched last year. In short, as a new member of our University, if you need help with something, **your experienced buddy** will definitely know the solution.

In addition to getting to know the university, you will also meet older students.

You will be able to use their experience and knowledge during your studies or outside them.

Buddy can **help** you:

- with information about your studies and contacts of university offices,
- supporting you during the challenging days of your student life,
- with overall orientation in your student life,



SUPPORT FOR STUDENTS WITH SPECIFIC NEEDS

Our University creates a favourable academic environment for all students, including those with *specific needs*.

In order to obtain support in education and appropriate study arrangements, it is necessary to:

- contact the faculty coordinator;
- submit a report from an expert – a doctor, a psychologist, a speech therapist, a school psychologist, a school speech therapist or a special pedagogue (more information in the (Rector's Decision No. 4/2024)
- fill in the Application for obtaining the status of student with specific needs (Annex No. 2, 5). This request, after the recommendation of the coordinator, is subsequently approved by the dean of the given faculty.

Coordinators for working with students with specific needs provide information about the faculty, studies, information about entrance examinations, evaluate the specific needs of applicants and students, help to solve modifications of the form of the entrance examination, semester examinations and other educational problems



The following support services are available for students with specific needs:

- **Counselling:** psychological, social, legal, career – **e-counselling**
- **Technical support** (*special devices and aids*). These aids are available in the Philosophical Library on Moyzesova 9. We recommend booking this space in advance by email at unipoc@upjs.sk.
- **IT consulting** (RNDr. Juraj Šebej, PhD., juraj.sebej@upjs.sk, VoIP: 055 234 2434): assistance and support in the use of IT resources.
- **Library services** (Ing. Eva Matušovičová, eva.matusovicova@upjs.sk, VoIP: 0550234 1647)
- **Erasmus+:** A UPJŠ student with special needs has the possibility to apply for a grant to cover expenses related to special needs during the implementation of mobility abroad. More information at the **International Relationships and Internationalization Office**.



SCHOLARSHIP AND STUDENT LOANS

The term **scholarship** covers several different forms of **student support**. The main difference is the specific reason why the student can receive this financial reward/help. These possibilities are detailed in **Scholarship Regulations of UPJŠ**.

You can find out about the conditions for awarding scholarships at the study department of your faculty or on the websites of the **Faculty of Arts, Faculty of Sciences, Faculty of Law, Faculty of Public Administration, Faculty of Medicine, and Institute of Physical Education and Sport at UPJŠ**.

Motivational scholarship

Perhaps the most famous form of scholarship. It is divided into several types. **Merit scholarship** means appreciating your excellent academic performance - if you are among the best 10% of students, for a certain period - most often for the Academic Year.

There is an option of motivational scholarship for **excellent sports results**.

The others include **a field scholarship, an annual Rector's Award and an extraordinary scholarship**. The amount and conditions of obtaining a scholarship are determined by **Study Regulations of UPJŠ**. You will learn about whether you have obtained it in the AiS in the "**Scholarships**" box.



Social scholarship

Awarded to financially disadvantaged students according to the conditions defined by the Scholarship Regulations of UPJŠ. The difference is the fact that it needs to be applied for separately through the Study Department of your faculty.

Pregnancy scholarship

Similarly to the case of a social scholarship, pregnancy scholarship also arises in a specific situation. It serves as a financial aid for pregnant students, to cover increased expenses related to the health condition and preparation for the birth of a child.

Student Loans

As a student you can obtain the so-called student loan, which is provided by the **Education Support Fund**, in order to either finance your ambitious project, travel to foreign universities and institutions, or to support your daily studies. You can find more information [HERE](#).



WHERE TO EAT LUNCH OR GO FOR COFFEE?

One of the services our university provides for you is catering. You can eat in 7 facilities located at individual faculties and university workplaces.

UPJŠ has established four canteens at the **Faculty of Medicine (Trieda SNP 1)**, the **Medická dormitories**, the **Faculty of Arts (Moyzesova 9)**, and the **Faculty of Sciences (Jesenná 5)**, as well as **two food outlets on Popradská Street and Mánesová Street**. You can also grab a bite to eat at two cafés: **Minerva** cafeteria on the Faculty of Arts campus and **BotaniCafé** in the Botanical Garden. You can put together your lunch from a wide range of dishes – meat, vegetarian/vegan, soups, and side dishes – at any cafeteria, or you can order your lunch in advance at one of the cafeterias and dining halls via the internet to guarantee that you will get what you want. You can also view the daily updated menu online.

If you want to relax between classes or grab a coffee and a snack with friends, UPJŠ students know that **Minerva** or **BotaniCafé** are the places to go. The pleasant atmosphere in the city center or on the outskirts of the city, with outdoor terraces in the summer is definitely a no-brainer, especially with favorable student prices!

The advantage of eating in university cafeterias, snack bars, and cafés is the subsidies. **Thanks to subsidies (credit refunded to your ISIC card), your lunch will cost you much less.** You can check the amount of subsidies in the meal price list.

You pay in the canteens using your ISIC card, which you can **top up** either directly at the cafeteria cash registers, at the Minerva café, or via direct bank transfer.



MINERVA - YOUR SPACE

Life at the university doesn't have to be all about going to lectures and seminars. You are offered a space which allows you to **freely develop, explore** and **communicate your thoughts** with other members of the university with the same interests. A classmate or a professor – **everyone** has the **opportunity to express their opinion**.

This is the kind of atmosphere at **Minerva** – a café, UNIPOC centre and a space for your ideas. Do you want to **discuss or learn** something new from other disciplines, listen to a lecture by personalities from various fields of science, art and the public world or just relax after a busy day? Visit Minerva during the day, chat with new people and learn new things.

Minerva is a place where each academic year quizzes, discussion, workshops, and exhibitions take place. Follow the social media of the University and Faculties so you do not miss anything.



ERASMUS+

Studying at the University offers truly unique opportunities. One of them is Erasmus+, i.e. the possibility of studying at a foreign university for a certain period - usually one or two semesters.

In addition to learning about the new culture and establishing important relationships with experts from your field of study, you will also have the opportunity to acquire **personal skills** - from self-discipline through communication in a new environment. Since you have heard of Erasmus from many sources, you can be sure that there is nothing to worry about.

All you have to do is select the destination your department/institute works with and fill out all the details via the contact persons.

Keep in mind that applications are submitted well in advance - up to a few months in advance. The Catalogue of Student Mobility Options within the Erasmus+ programme details all types of mobilities you can choose from.

The recommended year for traveling is usually 2nd year in 1st degree (Bc.), when you are not so busy with writing a bachelor's thesis and preparing for state exam.

If you are unsure whether it is worth it or not, try asking your older classmates what experience they have gained. Some stories are also published on our university website.



ASSOCIATIONS AND CLUBS

In addition to studying, you can find a place for self-fulfillment in one of the associations, clubs or groupings that operate at the university.

List of associations:

- [Slovak Association of Dentistry Students](#)
- [Medical Association of the City of Košice \(member of the Slovak Association of Medical Students\)](#)
- [ELSA Košice - European Association of Law Students](#)
- [Slovak Association of Students and Graduates of Psychology](#)
- [Student Parliament FVS](#)
- [Student Council of the Faculty of Science UPJŠ](#)
- [Student Council of the Faculty of Arts UPJŠ](#)

Clubs and interest groups:

- [Folklore ensemble Hornád](#)
- [Student Radio Košice - ŠtuRko – Student Radio](#)
- [Uni TV UPJŠ – university television](#)
- [Universal – UPJŠ Faculty of Arts Student Magazine](#)
- [Chorus Universitatis Šafarikianae – university choir](#)
- [TJ Slávia UPJŠ Košice – sports club operating at UPJŠ](#)
- [Climbing club UPJŠ](#)
- [E-sport UPJŠ](#)



STUDENT SELF-GOVERNING BODIES

At our university, students are not only coming to lectures and obtaining diplomas. Students have the right, and we can say also obligation to participate in the management and functioning of the university. The composition of the **Academic Senate** - 24 employees and 12 students - testifies that these are not just empty words. In addition, each faculty Academic Senate has its own student representatives. If we count the **Student Councils** at the faculties, which not only organize many social events – balls, pubquizes, etc., we can see that you are not only “a number” **for the university**, but **you have the opportunity to participate in its life**.

How can I join?

All you need to do is contact your Faculty Student Council/Parliament, run for the Academic Senate, or take the initiative to get involved in current activities, even if it's just on a non-binding basis. We can confirm that the experience and contacts you gain during these activities will be useful many times over, even outside UPJŠ.

In view of the new ongoing **accreditation of higher education institutions**, several changes have been made to the structure of the university in accordance with it and European standards (ESG), with the aim of strengthening the position of students or bringing up-to-date and relevant knowledge to the fields of study. In practice, this means that each study program has its own **Study Program Council**, which includes a student representative whom you can contact if you have any suggestions for improving teaching in any form. **You can become one yourself!** Just contact the head of the department/director of the institute/head of the clinic/study advisor.



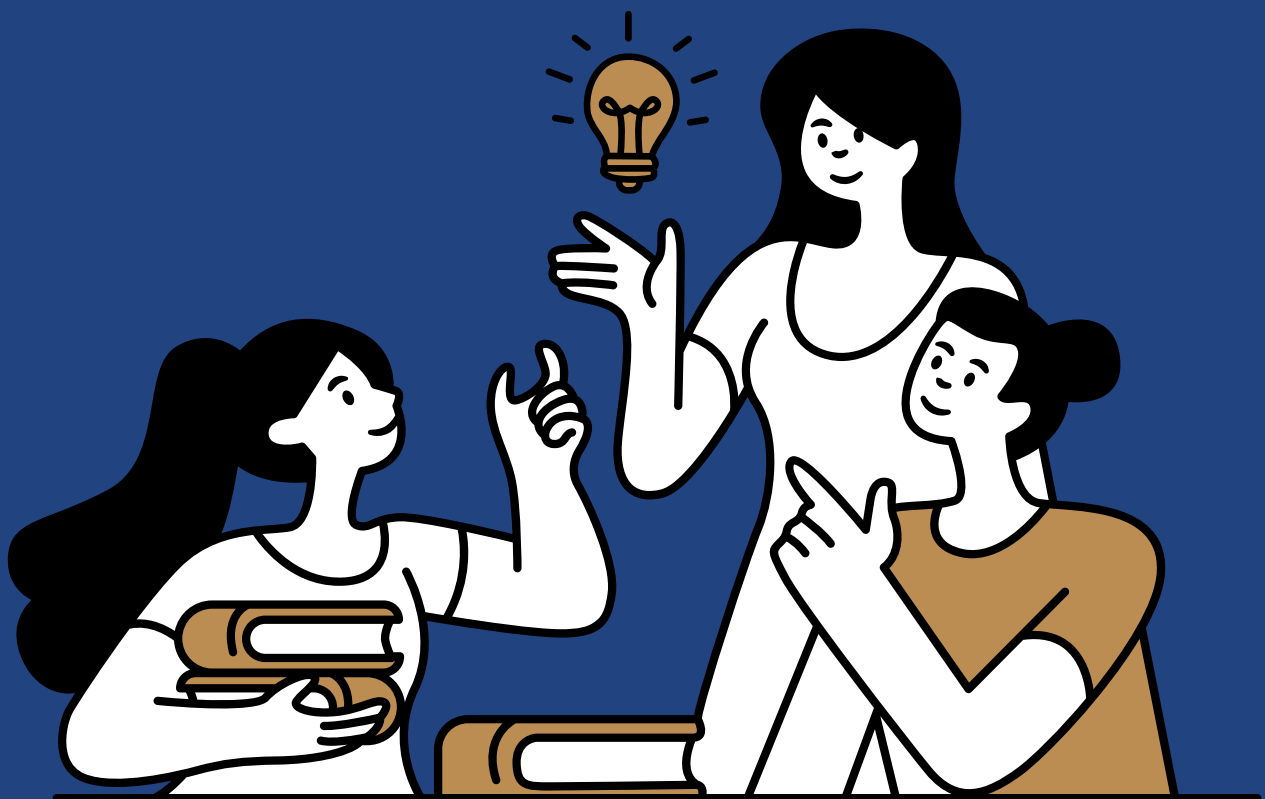
STUDENT ASSISTANTS

The position of student assistant is an opportunity to get involved in the practical life of the university in a specific academic or organizational area. You can become a **research**, **teaching**, or **technical** assistant at your department, but also at the UPJŠ Rector's Office.

Every year, a call for student assistants for specific areas/topics is published at www.upjs.sk, and you can apply by **submitting an application and writing a cover letter**.

This activity is usually **financially rewarded** and will provide you with a lot of **practical experience**.

For more information, contact the head of the department/director of the institute/head of the clinic or follow the university/faculty website.



FURTHER YOUR POTENTIAL

You can take advantage of a wide range of possibilities that allow you to **develop your potential** beyond lectures, seminars and exercises at our University.

Each faculty creates the conditions for the implementation of its students, just use them:

- **Center for Simulator and Virtual Medicine** at the Faculty of Medicine
- within the Faculty of Science, you can be part of internationally recognized **research** almost **from the beginning of your studies** experience the practice of law faculty departments at legal **clinics** while still studying:
 - **Street law clinic**
 - **Student legal counseling for residents of the city of Košice**
 - **Traineeship Clinic**
- you can visit and get to know the leading **European institutions** at the Faculty of Public Administration,
- The Faculty of Arts offers you **top notch research laboratories and practise in student media**



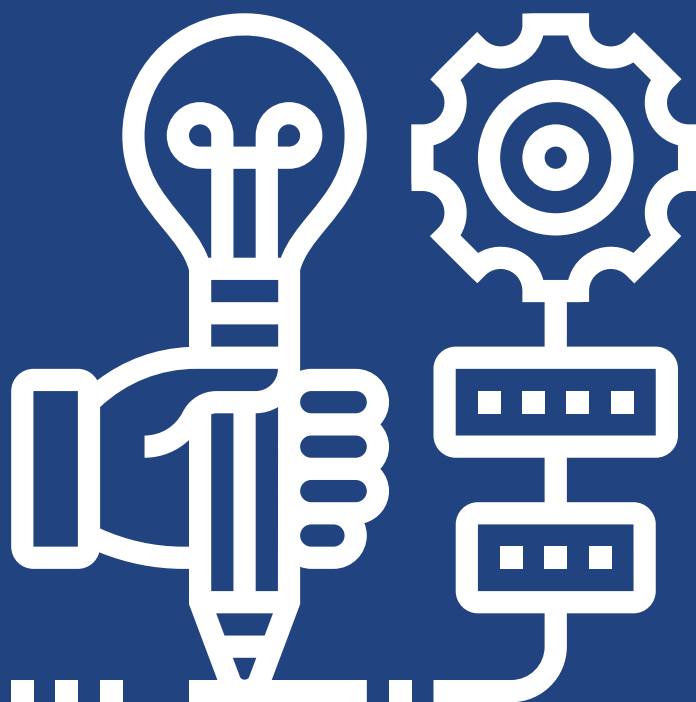
In addition, our university offers other **innovative forms of education** to support and develop your creativity and potential.

These include:

- ***Certified Interdisciplinary Courses***
- the course **Creativity, responsibility, and entrepreneurship** introduced as a result of the cooperation of the international consortium of the **Innochange project**
- **international traineeships** at universities and European institutions
- **Aurora European Universities Alliance**

You can also participate in other activities our University responds with to current social topics

- **CSIRT-UPJS** – a team dealing with security incidents
- awareness-raising campaign **Check the facts** aimed at combating disinformation and hoaxes
- Global Campaign **Race to Zero** – **Green University**



GREEN UNIVERSITY

We take **the Strategic plan of UPJŠ - Green University** very seriously. No more empty talk about the climate crisis. At UPJŠ we have started a fight to save the environment and in our battle plan we **need you too!** By joining the **Race to Zero** campaign, we, as a University, are committed to becoming carbon neutral by 2050, and we believe that together we can achieve it.



Do not hesitate to use the so-called **Green benefits**, thanks to which UPJŠ is a better place to study and work. **Rent** a shared scooter or bike with us, **recycle, donate** your clothes, and **give** your unused things a second chance... **we will help you with everything!**

Are you a **vegetarian, a vegan**, or are you just thinking about limiting consumption of animal food? You are welcome in our dining room where your requirements will be fulfilled.

You can find all the information and our progress so far at **[Race to Zero UPJŠ](#)**.

If you want to join the Green UPJŠ Commission, contact us at **zelenauniversita@upjs.sk** and become part of the big changes that lead to a greener and more sustainable UPJŠ!

BOTANICAL GARDEN

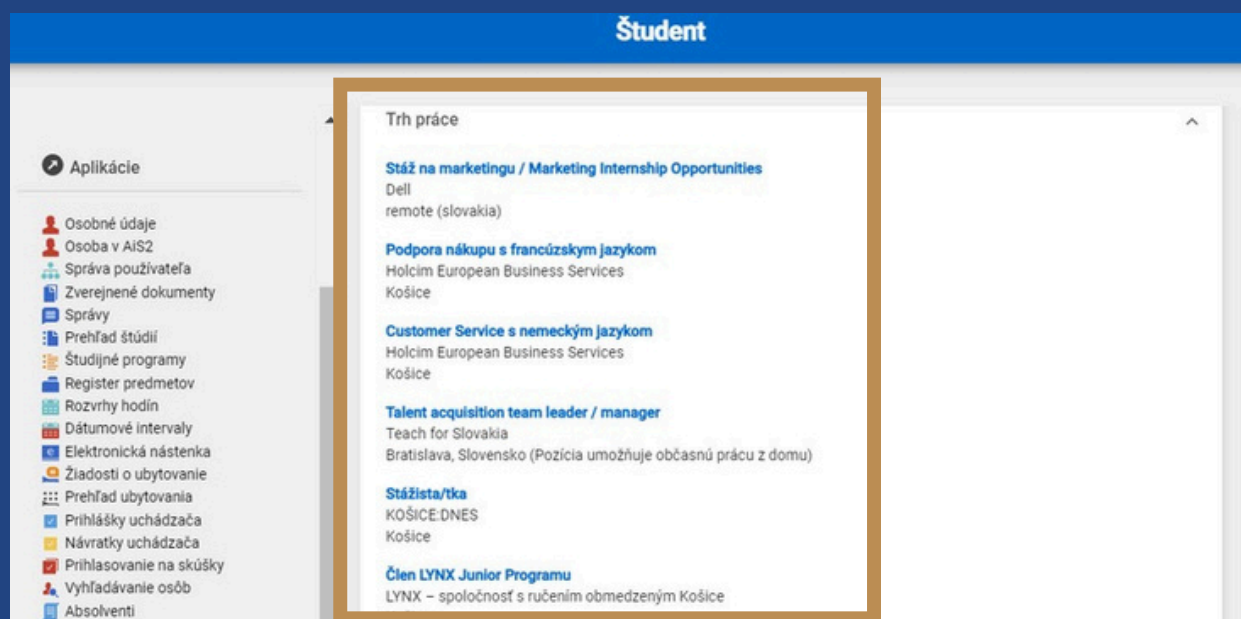
Part of the Pavol Jozef Šafárik University in Košice is the well-known **UPJŠ Botanical Garden** on Mánesova Street. You will find both common and exotic flora in greenhouses, exhibition areas, and an extensive arboretum. Concerts and other cultural events are also held on its premises.

Among other things, it is the perfect place to relax, recharge, study or go on a date. The newly opened café called **BotaniCafé** will quench your thirst and enhance the already relaxed atmosphere. You can get to the Botanical Garden on foot or by public transport (Botanical Garden stop – tram lines no. 4, no. 7, no. R4; bus lines 12, 19).



PART-TIME JOBS AND INTERNSHIPS

It is possible that in the first year of your studies you will not think about other extracurricular activities. If you are pursuing your studies and still have some free time left to invest in your own development and to have a form of income, the AiS and the updated **Labour Market**, which can be found at the bottom of the main (middle) menu, i.e. below your studies, can help you.



Thanks to the UNIPOC initiative, a **Career Day** is held every year at the University, where you can meet future employers and experts from the field. Similarly, **Career Club UPJŠ** is interesting in order to create a space for immediate contact between employers and universities, from which both parties will benefit. Applying the knowledge of professional practice to teaching ultimately means visible qualitative development for each student.

If you need help with your career development, don't hesitate to use **career counseling at UNIPOC**.



TRANSPORTATION

There are several ways to get around Košice, from walking, shared scooters, bicycles, taxis, or public transport.

Students most often use **tram line 6**, which runs from the railway station to the Terasa housing estate (this will take you to the dormitory on Pražská Street, the dormitories on Medická Street, and the Faculty of Medicine), **bus line 17** (runs between the train station, the city center – Námestie Maratónu Mieru – the dormitories on Medická Street, the Faculty of Medicine, and the Faculty of Public Administration), **bus lines 71** and **72** (they will take you from the city center, from the Vodná stop – closest to the Faculty of Law – and from the Námestie osloboditeľov stop to the dormitory on Pražská Street, as well as to the OC Galéria shopping center).

To search for connections, you can use the [Košice Public Transport Company \(DPMK\) website](#) or the **Ubian** app, where you can check your ISIC card balance, top up your credit, or buy a ticket directly in the app, wherever you are.

If you want to use public transport intensively to get around the city, the best option is to buy a 3-month ticket, which you can load onto your ISIC card. For occasional travel, it is more frugal to purchase a single ticket in mobile apps or via ISIC directly in the vehicle by placing it on the reader, if you use the electronic wallet in the Ubian app and have sufficient credit.

You can also get from point A to B by **a shared scooter/bike**.



ACCOMMODATION - DORMITORIES

The University offers accommodation in its own facilities and in contractual facilities.

Within its capacities, UPJŠ has:

- **1,400** beds in Dormitory on Medická Street
- **155** beds in Dormitory on Popradská Street 66
- **200** beds in Dormitory on Popradská Street 76

Accommodation capacities are divided according to the criteria set out in the **House and Accommodation Rules of UPJŠ**. The study results, activities during the study (involvement within associations, councils or other activities at UPJŠ) as well as the distance from Košice are considered.

Due to a great interest in accommodation, the University also provides accommodation through contractual partners at the **Hostel in on Pražská Street 2**.

Students have also their student self-government, **Student dormitory board of UPJŠ** in Košice, which you can **contact** if you have any problem or suggestion in connection with dormitories.

Responsible for functioning of dormitories and canteens which belong to the university is the director of **Dormitories and canteens of UPJŠ** in Košice.



HEALTH CARE

If you experience any health problems or complications during your studies or academic year, help is always at hand.

First aid kits are located in the buildings of each University Campus, and you will definitely find one at the reception desk. In the entrance hall of the UPJŠ Rector's Office building at Šrobárova 2, there is an automatic external defibrillator (AED), which can be crucial in saving lives.

Specialized help can be found in several hospitals in Košice:

Louis Pasteur University Hospital - located in two areas on Trieda SNP and Rastislavova Street in Košice, it works closely with the UPJŠ Faculty of Medicine UPJŠ, Železničná Hospital, Agel Košice-Šaca Hospital.

You can see their locations within the city on the [map](#).



EXPERIENCE KOŠICE

Welcome to Košice, the famous “capital of the East Slovakia”. In addition to this attribute, it also rightfully deserves title of a **university town**, which means that as a student, it creates an environment for many activities.

Remember, as a student, you have a significant **discount** almost everywhere - so why not use it?

What does Košice offer?

From history, culture, sports, excellent international gastronomy, to escape rooms, to the impressive surrounding countryside with plenty of ways to plan your day trip.

For more inspiration don't forget to ask your classmates and other university students, or try **Visit Košice**, which will give you many interesting tips and information about current events.

Take a well-deserved break from studying and **enjoy Košice!**





<http://student.upjs.sk/en/>

FOLLOW UPJŠ ON SOCIAL MEDIA PLATFORMS



Univerzita Pavla Jozefa
Šafárika v Košiciach



Univerzita 'Pavla Jozefa
Šafárika' v Košiciach



Univerzita Pavla Jozefa
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