



Ref. No. FIL001718/2026-105905

Košice, 01 June 2026

Directive No. 1/2026 of the Dean of the Faculty of Arts, Pavol Jozef Šafárik University in Košice, regulating the admission of international scholarship holders for scholarship stay within the National Scholarship Programme of the Slovak Republic and other scholarship programmes, and the basic conditions of their scholarship stay at the Faculty of Arts, Pavol Jozef Šafárik University in Košice

Preamble

1. The National Scholarship Programme of the Slovak Republic (hereinafter referred to as the “NSP”) supports the mobility of students, doctoral candidates, university teachers, researchers, and artists.
2. The NSP is intended to support study, teaching, research, and artistic stays at higher education institutions and research organisations.
3. The NSP scholarship holders are recipients of scholarship from the Government of the Slovak Republic (hereinafter referred to as the “SR”). The NSP is funded by the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter referred to as the “Ministry”) from the state budget of the SR, and is administratively managed by SAIA, n. o. (Slovak Academic Information Agency) (hereinafter referred to as “SAIA”).
4. Other scholarship programmes (in particular CEEPUS, Pannonia, and the Visegrad Fund) are implemented on the basis of international bilateral and other agreements or are announced directly by the scholarship provider and formally administered and financed by the Ministry, institutions authorised by the Ministry (for example, SAIA), or by other institutions, depending on the specific scholarship scheme.

Article 1
Introductory Provisions

1. This Directive regulates the basic rules governing the admission and selection procedures for international applicants seeking the scholarship stays under the NSP and other scholarship programmes at the Faculty of Arts, Pavol Jozef Šafárik University in Košice (hereinafter referred to as the “Faculty”).
2. The Faculty conducts the admission and selection procedures; however, the final decision on the award of a scholarship and the implementation of the scholarship stay is

made following a success in the admission and selection procedure by SAIA or another institution, depending on the scholarship scheme.

3. For the purpose of this Directive, an international applicant for a scholarship stay (hereinafter referred to as the “international applicant”) shall mean:
 1. NSP applicant
 - an international student applying for an NSP scholarship stay at the first- or second-cycle level of study (hereinafter referred to as an “NSP applicant – student”),
 - an international student applying for an NSP scholarship stay at the third-cycle level of study (hereinafter referred to as an “NSP applicant – doctoral candidate”),
 - a university teacher, researcher, or artist from a foreign higher education institution applying for an NSP scholarship stay (hereinafter referred to as an “NSP applicant – researcher”),
 2. applicant under another scholarship programme
 - an international first-, second-, or third-cycle student, university teacher, researcher, or artist from a foreign higher education institution applying for a scholarship stay under a scholarship programme other than the NSP.
4. The admission of international applicants for scholarship stays and the coordination of scholarship stays at the Faculty shall be administered by the relevant department of the Dean’s Office of the Faculty – Department for Science, Research, Qualification, Doctoral Studies, and International Relations of the Faculty (hereinafter referred to as the “Faculty IRO”), under the supervision of the Vice-Dean for International Relations and in cooperation with the individual departments of the Faculty.
5. Through its website, the Faculty shall provide information on the opportunities and rules governing NSP scholarship stays and publish basic guidelines and information for NSP scholarship applicants. The published information shall be updated by the Faculty IRO in accordance with the NSP scholarship application deadlines announced by SAIA, usually twice a year - in February and August. The final decision on the award of a scholarship is made by SAIA.
6. Information on other scholarship programmes and scholarship stays, including the conditions and admission rules, shall be provided by the Faculty IRO in cooperation with the individual departments of the Faculty on an ongoing basis through e-mail communication in response to enquiries from applicants under other scholarship programmes. Contact e-mail addresses for other scholarship programmes shall be published on the Faculty website.
7. The Faculty shall establish a dedicated contact e-mail address for all communication with NSP applicants, as well as for other communication related to NSP scholarship stays, including the collection of documents and applications from NSP applicants – doctoral candidates and NSP applicants – researchers in accordance with this Directive. The e-mail address shall be published on the Faculty website.

Article 2

Announcement of the Admission and Selection Procedure for NSP Applicants

1. The admission and selection procedures for NSP applicants shall be announced by the Faculty through its website.
2. The admission and selection procedures shall be deemed announced upon the publication of the call for applications, the update of instructions and information for NSP applicants, and the opening of the electronic application form for NSP applicants – students.
3. The admission and selection procedures for NSP applicants shall be announced no earlier than two months before the application deadline and shall close on the specified dates corresponding to the scholarship application deadlines announced by SAIA, generally by mid-April for stays during the following academic year and by mid-October for stays during the summer semester of the current academic year. The application deadline shall be published on the website. Documents received after the deadline shall not be considered.
4. Prior to the publication of the call for applications, the departments of the Faculty may notify the Faculty IRO of the maximum number of NSP applicants – students that they will admit.

Article 3

Admission Procedure for NSP Applicants – Students

1. NSP applicant – student shall register for admission procedure by completing the online application form available on the Faculty website after the announcement of the admission procedure.
2. Through the application form, the NSP applicant – student shall provide personal data, details of their current studies, motivation for obtaining the scholarship, and information regarding the department and study plan they intend to pursue at the Faculty.
3. The applicant's study plan must include at least five compulsory or compulsory elective courses. In addition, the applicant may also select courses from among the elective (C-type) courses; however, such courses shall not substitute for the required compulsory and compulsory elective courses. Courses may be selected only from the course offerings available in the semester for which the scholarship is requested and from the department of the Faculty where the applicant intends to undertake the scholarship stay.
4. In the event of a successful application for a scholarship stay, the courses selected during the admission procedure may be changed only if a course is not offered in the relevant semester or if there is a timetable conflict. In such cases, replacement is possible only with compulsory or compulsory elective courses.
5. Following the application deadline, the Faculty IRO shall verify the information provided in the online forms and conduct a preliminary selection of NSP applicants – students. Applicants who have incorrectly completed the online form or study plan, or who do not meet the basic requirements and prerequisites, shall be excluded from further consideration.
6. As a rule, within five working days after the application deadline, the Faculty IRO shall contact by e-mail those NSP applicants – students selected pursuant to paragraph 5 of this Article and request the submission of the documentation consisting of: a curriculum vitae, confirmation of current enrolment in studies, in the case of applicants for

a second-cycle study stay, a diploma confirming completion of first-cycle studies within the specified deadline (generally no more than 3 calendar days). Any NSP applicant – student who fails to submit the required documentation within the specified deadline shall be excluded from further consideration.

7. The Faculty IRO shall arrange an interview with applicants for a scholarship stay who, on the basis of the submitted documentation, meet the basic requirements referred to in paragraph 5 and who have submitted the requested documents pursuant to paragraph 6 of this Article hereof.
8. The interview, the primary purpose of which is to verify the applicant's language proficiency, shall generally be conducted in the form of a video conference and shall normally take place within ten working days of the deadline for submitting the documentation referred to in paragraph 6 of this Article hereof.
9. Based on the submitted documentation and the interview, the Faculty IRO shall select applicants for scholarship stays at the Faculty and shall inform the relevant departments of the Faculty about the selected applicants.
10. The Head of the relevant department of the Faculty (or a person authorised by the Head) shall provide an opinion regarding the applicant for the scholarship stay (approval / non-approval of admission).
11. NSP applicants – students shall be informed of the results of the admission procedure by e-mail no later than three calendar days before the SAIA application deadline.
12. Successful NSP applicants – students shall be issued a Letter of Acceptance, which shall be sent to them electronically by the Faculty IRO. The original Letter of Acceptance shall be sent to SAIA within the announced deadline.
13. The final selection and decision on the award of scholarships to successful NSP applicants – students shall be made by SAIA within the announced deadlines.

Article 4

Selection Procedure for NSP Applicants – Doctoral Candidates

1. NSP applicant – doctoral student shall register for the selection procedure by submitting an application via email to the published contact email address announced in accordance with Article 2 of this Directive. Documentation received at any other email address shall not be considered.
2. NSP applicant – doctoral student shall register for the selection procedure by submitting the required documentation, consisting of: an application, a curriculum vitae indicating the field of study, a motivation letter, a research plan specifying the field of study within which the NSP applicant – doctoral student intends to undertake the scholarship stay at the Faculty of Arts of UPJŠ, a list of publications (where relevant), and proof of the highest level of education attained.
3. The Faculty IRO shall continuously review the submitted documentation and shall exclude from further consideration applicants whose documentation is incomplete, whose educational background and/or field of study are not compatible with any field of study offered at the Faculty, or who fail to meet other applicable requirements.
4. The Faculty IRO shall continuously forward the reviewed and complete documentation of NSP applicants – doctoral candidates pursuant to paragraph 3 of this Article to the person responsible for the relevant study programme at the Faculty (hereinafter referred

to as the “PRSP”) for assessment and shall inform the Head of the relevant department of the Faculty.

5. PRSP shall provide an assessment for each applicant (approval / non-approval of acceptance), together with a brief justification for admission or non-admission and, in the case of admission, an evaluation of the level of interest in and benefits of the mobility for the Faculty.
6. In the event of a favourable assessment, PRSP, in cooperation with the Head of the relevant department of the Faculty of Arts of UPJŠ, shall appoint for the NSP applicant – doctoral student a consultant (guarantor) from among academic staff involved in the provision of third-cycle (doctoral) study programmes.
7. PRSP, in cooperation with the Head of the relevant department of the Faculty, may assign specific tasks and activities to the NSP applicant – doctoral student which, in the event that the scholarship is awarded and the scholarship stay commenced, the applicant will be required to carry out, including a timetable for their completion (at least in a minimum scope). The Faculty IRO shall inform the NSP applicant – doctoral student of the assigned tasks, activities, and timetable prior to the issuance of the invitation letter, and the applicant may provide comments thereon. In the event of non-acceptance or non-approval, the invitation letter shall not be issued.
8. Where a favourable assessment has been issued pursuant to paragraph 5 of this Article of the Directive and the NSP applicant – doctoral student has accepted and agreed to the additional conditions pursuant to paragraph 7 of this Article of the Directive, the Faculty IRO shall issue an invitation letter to the applicant.
9. NSP applicants – doctoral students shall be informed of the outcome of the selection procedure by email no later than three calendar days before the SAIA application deadline.
10. Successful NSP applicants – doctoral students shall receive the invitation letter by email from the Faculty IRO. The original letter of acceptance shall be sent to SAIA within the announced deadlines.
11. The final selection and decision on the award of scholarships to successful NSP applicants – doctoral students shall be made by the SAIA within the announced deadlines.

Article 5

Selection Procedure for NSP Applicants – Researchers

1. NSP applicant – researcher shall register for the selection procedure after it has been announced in accordance with Article 2 of this Directive by submitting an application via email to the published contact email address. Documentation received at any other email address shall not be considered.
2. NSP applicant – researcher shall apply for the selection procedure by submitting the required documentation, consisting of: an application, a curriculum vitae, a motivation letter, a research plan / lecture plan, a list of publications, and proof of the highest level of education attained.
3. The Faculty IRO shall continuously review the submitted documentation and shall exclude from further consideration applicants whose documentation is incomplete, whose research and/or teaching profile is not compatible with the disciplines represented at the Faculty, or who fail to meet other applicable requirements.

4. The Faculty IRO shall continuously forward the reviewed and complete documentation of NSP applicants - researchers pursuant to paragraph 3 of this Article of the Directive to the Head of the relevant department of the Faculty, or a person authorised by the Head, for assessment.
5. The Head of the department of the Faculty, or a person authorised by the Head, shall provide an assessment for each applicant (approval / non-approval of acceptance), together with a brief justification for admission or non-admission and, in the case of admission, an evaluation of the level of interest in and benefits of the mobility for the Faculty.
6. In the event of the favourable assessment, the Head of the department of Faculty, or a person authorised by the Head, shall appoint for the NSP applicant – researcher a guarantor from among the staff members of the relevant department of the Faculty.
7. The Head of the department of the Faculty, or a person authorised by the Head, may propose amendments to the research plan / lecture plan of the NSP applicant – researcher. The Faculty IRO shall inform the NSP applicant – researcher of the proposed amendments prior to the issuance of the invitation letter, and the applicant may provide comments thereon. In the event of non-acceptance or non-approval, the invitation letter shall not be issued.
8. Where a favourable assessment has been issued pursuant to paragraph 5 of this Article of the Directive and the NSP applicant – researcher has accepted and agreed to the proposed amendments pursuant to paragraph 7 of this Article of the Directive, the Faculty IRO shall issue an invitation letter to the applicant.
9. NSP applicants – researchers shall be informed of the outcome of the selection procedure by email no later than three calendar days before the SAIA application deadline.
10. Successful NSP applicants – researchers shall receive the invitation letter by email from the Faculty IRO. The original letter of acceptance shall be sent to SAIA within the announced deadlines.
11. The final selection and decision on the award of scholarships to successful NSP applicants – researchers shall be made by SAIA within the announced deadlines.

Article 6

Admission and Selection Procedure for Applicants under Other Scholarship Programmes

1. The applicants under another scholarship programme shall register for the admission and selection procedure in accordance with the relevant scholarship programme within the deadlines established by the institution awarding the scholarship under the respective scholarship scheme, by submitting the application via email to the published contact email address. Documentation received at any other email address shall not be considered.
2. Prior to submitting an application, it is the responsibility of the applicant under another scholarship programme to ascertain the specific application requirements, as well as the current scope of the required documentation, through the official communication channels of the institution awarding the scholarship under the relevant scholarship scheme and through the contact email address of the Faculty.

3. The applicants under another scholarship programme shall register for the admission and selection procedure by submitting the required documentation. The scope of the required documentation depends on the requirements of the specific scholarship scheme. The minimum documentation required by the Faculty of Arts of UPJŠ shall include: an application for inclusion in the selection procedure, a curriculum vitae, a motivation letter, a study plan (in the case of applications for a study stay), a research plan / lecture plan (in the case of applications for a research or teaching stay), a list of publications (where relevant), confirmation of current study (for applicants under another scholarship programme who are students), and proof of the highest level of education attained.
4. The Faculty IRO shall review the submitted documentation and shall exclude from further consideration applicants whose documentation is incomplete or who fail to meet other applicable requirements and conditions.
5. The Faculty IRO shall continuously forward the reviewed and complete documentation of applicants under another scholarship programme pursuant to paragraph 4 of this Article of the Directive to the relevant department of the Faculty.
6. In the case of applicants under another scholarship programme who are students, the department's assessment shall include the opinion of the Head of the department of the Faculty (approval / non-approval of admission), or a person authorised by the Head, in cooperation with the relevant PRSP according to the level of study for which the applicant seeks admission at the Faculty, together with a brief justification for the approval or non-approval.
7. In the case of applicants under another scholarship programme who are university teachers, researchers, or artists, the department's assessment shall include the opinion of the Head of the department of the Faculty (approval / non-approval of acceptance), or a person authorised by the Head, together with a brief justification for the approval or non-approval.
8. The department's assessment pursuant to paragraphs 6 and 7 of this Article of the Directive may also include an evaluation of the level of interest in and benefits of the mobility for the Faculty, specific tasks and activities together with a timetable for their completion that the applicant under another scholarship programme shall be required to undertake during the mobility, and/or proposed amendments to the study plan or research plan / lecture plan according to the capacities and possibilities of the relevant department of the Faculty. The Faculty IRO shall inform the applicant under another scholarship programme of the assigned activities, tasks, timetable, and/or proposed amendments referred to in the preceding sentence prior to the issuance of the invitation or acceptance letter, and the applicant may provide comments thereon. In the event of non-acceptance or non-approval, the acceptance letter or invitation letter shall not be issued.
9. Where a favourable assessment has been issued by the relevant department of the Faculty pursuant to paragraph 6 or paragraph 7 of this Article of the Directive, and the applicant under another scholarship programme has accepted and agreed to the conditions pursuant to paragraph 8 of this Article of the Directive, the Faculty IRO shall issue an acceptance letter or invitation letter to the applicant.
10. Applicants under another scholarship programme shall be informed of the outcome of the selection procedure by email no later than three calendar days before the application deadline of the scholarship scheme for which they are applying. The acceptance letter or invitation letter shall be sent together with the information of the outcome.

12. The final selection and decision on the award of scholarships to successful applicants under another scholarship programme shall be made by the institution awarding the scholarship in accordance with the relevant scholarship scheme.

Article 7

Obligations of the Faculty in Relation to Successful International Applicants

1. For the purposes of this Directive, a *successful international applicant* shall mean an international applicant who has successfully completed the admission or selection procedure pursuant to Articles 3–6 of this Directive and has been awarded a scholarship by the institution providing the scholarship under the relevant scholarship scheme.
2. Following the publication of the list of successful international applicants by the institution providing the scholarship, the Faculty IRO shall notify the scholarship holder by email of the latest possible date for commencing the scholarship stay.
3. The Faculty IRO, in cooperation with the relevant unit of the Rectorate of UPJŠ, shall arrange accommodation for the successful applicants and issue confirmations of accommodation.
4. In the case of successful international applicants who are students, the Faculty IRO shall carry out the necessary administrative procedures related to their admission for the scholarship stay (verification and administration of personal data in the AiS2 system, sending the required forms, enrolment in courses, issuance of an ISIC student identification card, and creation of an email address and user account in the AiS2 system).
5. The Faculty IRO, in cooperation with the relevant department of the Faculty, shall agree on the study plan of the successful international applicant – student (course selection and resolution of the related timetable conflicts).
6. Immediately upon the arrival of a successful international applicant for the scholarship stay, the Faculty IRO shall issue a confirmation of commencement of the scholarship stay and ensure that it is sent to the institution providing the scholarship.
7. The Faculty IRO, in cooperation with the relevant departments of the Faculty, shall ensure the completion of the necessary administrative procedures related to the termination of the scholarship stay in accordance with the rules of the institution providing the scholarship (the date of termination of the stay shall be deemed to be the date of check-out from the accommodation facility provided by UPJŠ).
8. Upon completion of the scholarship stay, the Faculty IRO shall provide the required documentation (confirmation of mobility and, where applicable, a transcript of records).

Article 8

Obligations and Conditions of Successful International Applicants during the Scholarship Stay

1. The successful international applicants who are students (first-, second-, or third-cycle students) shall familiarise themselves with the applicable Study Regulations of UPJŠ and other internal regulations of UPJŠ and the Faculty relating to studies, as well as with the study requirements of individual courses as specified in the applicable course information sheets, and shall respect and comply with the same.

2. The successful international applicants who are students (first- or second-cycle students) shall attend classes in accordance with the selected/agreed study plan and participate in the assessment of courses designated by the relevant department of the Faculty.
3. The successful international applicants who are third-cycle (doctoral) students shall also comply with the timetable of tasks and activities assigned by the relevant department of the Faculty and follow the instructions of the assigned consultant.
4. The successful international applicants to whom an institutional email address has been assigned shall use this email address as their contact email address throughout the entire period of the scholarship stay.
5. The successful international applicants who are university teachers, researchers, or artists employed by a foreign higher education institution shall familiarise themselves with the relevant internal regulations of UPJŠ and the Faculty applicable to employees of the Faculty.
6. The successful international applicants who are university teachers, researchers, or artists employed by a foreign higher education institution shall fulfil the agreed research plan and/or lecture plan. Compliance shall be ensured and monitored by the relevant department of the Faculty.
7. The successful international applicants shall immediately inform the relevant department of the Faculty and the Faculty IRO of any circumstances that may prevent the continuation of the mobility or make it impossible to fulfil the study plan, research plan, lecture plan, or the activities and tasks assigned by the department of the Faculty.

Article 9

Final Provisions

1. This Directive shall enter into force and effect on the date of its signature by the Dean of the Faculty of Arts, Pavol Jozef Šafárik University in Košice.
2. Upon the entry into force of this Directive, the Directive regulating the admission of international scholarship holders for scholarship stays and the basic conditions of their scholarship stay at the Faculty of Arts, Pavol Jozef Šafárik University in Košice dated 30 April 2024, Ref. No. FIL001775/2024-105905, shall be repealed and shall cease to be valid and effective.

prof. Mgr. Renáta Panocová, PhD.
Dean of the Faculty