



Guarantor: Rector's Office

Košice 12th May 2021

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Rector's Decision no. 14/2021, determining the Principles of the Admission Procedure for studies at Pavol Jozef Šafárik University in Košice

The Principles of the Admission Procedure at the Pavol Jozef Šafárik University in Košice (hereinafter "Principles of the Admission Procedure") are issued in accordance with § 15 par. 1. letter b) of Act no. 131/2002 Coll.

on Higher Education Institutions and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Higher Education Institutions Act" or "Education Act") and are internal regulations of Pavol Jozef Šafárik University in Košice (hereinafter "University" or "UPJŠ"), issued in connection on regulations governing the internal system of quality assurance and verification of education, quality of research, development, artistic or other creative activity (hereinafter "creative activity") and support activities at Pavol Jozef Šafárik University in Košice (hereinafter "internal quality system" or "IQS").

Article 1

Introductory provisions

1. The admission procedure is a process enabling an applicant who proves the fulfillment of the specified conditions for admission to study to become a student of the chosen study programme at UPJŠ.
2. Principles of the admission procedure at UPJŠ define basic legislative starting points and general principles according to which the admission procedure is carried out at the university for each study programme carried out at Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ") in 1, 2, 1. and 2nd and 3rd level higher education.
3. All employees of the university who participate in the admission procedure are obliged to observe confidentiality due to the protection of personal data and due to the smooth and objective course of the admission procedure.

Article 2

Admission requirements

1. As a university, UPJŠ has the exclusive right to accept applicants for higher education. Determining the number of admitted applicants, determining the conditions of admission to study as well as decision-making in the admission procedure belong to the self-governing competence of the university and faculties.
2. The university and the faculties set limits for the number of accepted applicants for individual study programmes. These limits take into account the personnel and material possibilities of implementing the study programme as well as the real possibilities for the graduates to apply in practice. If a number of applicants does not apply for a study

programme that allows for the effective provision of the teaching process, the university and the faculty may decide not to open the study programme or form of study in the relevant academic year. This possibility must be stated in the conditions of admission to the relevant academic year.

3. Applicants can only be accepted for an accredited study programme. It is not possible to admit applicants for an accredited study programme if the implementation of the study programme has been suspended by the Slovak Accreditation Agency for Higher Education or the UPJŠ Internal Quality Verification Board.
4. Basic conditions for admission to study are regulated by Sections 54, 55 - 58a of the Higher Education Act. The admission procedure at UPJŠ is governed by the principles of transparency, objectivity, non-discrimination, professionalism and efficiency in order to guarantee applicants their right to study the chosen study programme if they meet the conditions of admission to study and other conditions determined by the university.
5. Other conditions of admission to study, including the method of determining the number of accepted applicants, are regulated by the Statute of UPJŠ. Special rules and conditions of admission to study are created at the university if the study programme is carried out at the university, or at the faculty, if the study programme is carried out at the faculty. These terms and conditions are subject to the approval of the relevant academic senate, which generally approves them annually. The conditions of admission to the study, the application deadlines and the dates of the admission procedure are published by the university if the study programme is carried out at the university, or by the relevant faculties if the study programme is carried out at the faculty.

Article 3

The course of the Admission procedure

1. The course of the admission procedure is generally regulated by the Study Regulations of Pavol Jozef Šafárik University in Košice for the 1st, 2nd and combined 1st and 2nd degree studies and the Study Regulations of Doctoral Studies at Pavol Jozef Šafárik University in Košice.
2. The Rector is responsible for the organization, course and evaluation of the admission procedure at the university. The Dean of the Faculty is responsible to the Rector for the organization, course and evaluation of the admission procedure at the Faculty.
3. The application for study is usually submitted electronically via the UPJŠ Academic Information System. In justified cases, it is possible to submit an application in writing with the consent of the Dean of the faculty or Rector.
4. University or Faculty may set additional conditions for admission to the individual study programmes in order to ensure that the applicants with the best study prerequisites get to study. The fulfillment of other conditions is usually verified by an entrance examination within the admission procedure.
5. When admitting to study at the 1st level, the results of studies at the secondary school are usually taken into account, especially the external part of the graduation examinations. The manner and extent of taking into account the study results is determined by the university and the faculty for each study programme separately. Results from other objectified assessments of knowledge and skills may also be taken into account in admission.
6. If the applicant cannot be admitted to the chosen study programme or programmes, he / she may be offered another study programme within the university or faculty, on which he / she meets the conditions for admission and for which the approved numbers of

admissions have not been met. In the framework of this process, the interests of those applicants who have duly applied for this study programme must not be harmed.

7. The candidate may submit a request for review of the decision on the outcome of the admission procedure. The method of processing the application is governed by § 58 par. 8 of the Higher Education Act.

Article 4

Verification of other admission conditions

1. The entrance examination may have one or more parts and may take place in one or more rounds. The entrance examination can take place in one or more days, by face-to-face or distance method.
2. The university and the faculties may adjust the schedule of entrance examinations depending on the specifics of the course of the school year in the country in which the applicant completes secondary education. The revised schedule must not impair the objectivity of the whole admission process and the equal opportunities of individual candidates.
3. The entry examination or a part thereof may take the form of an oral, written, talented, practical or combined examination. Further verification of knowledge within the admission procedure for the 1st level is based on the provisions of the State Education Programme for ISCED level 3a, framework curricula and educational standards of education for individual areas of the entrance examination. Further verification of knowledge within the admission procedure for the study programme at the 2nd or 3rd level is based on the requirements for successful completion of the study programme from the previous degree, to which the study programme in question follows. The verification of knowledge must not take place in a form that requires specific training organized by the university or other entities.
4. If required by the nature of the study programme, another condition for admission may be proof of the applicant's medical condition.
5. When admitting to study at individual study programmes, a university or faculty may set additional conditions for the applicant's bonus, which take into account, in particular, participation in national or international competitions, language exams, professional or pedagogical practice, etc.

Article 5

Final provisions

This internal regulation shall enter into force and effect on the day of its signing by the Rector of UPJŠ.

This is the English language translation of the original Slovak language version of internal regulation and is not an authorized translation. In the event of inconsistency or discrepancy between the Slovak language version and the English translation of this internal regulation, the original Slovak language version prevails.

prof. RNDr. Pavol Sovák, CSc.

Rector of UPJŠ