



# FRESHMAN GUIDE

(from students to students)

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**prof. RNDr. Pavol Sovák, CSc.**

Rector of Pavol Jozef Šafárik  
University in Košice



**Dear first-year students,**

I welcome you at Pavol Jozef Šafárik University in Košice. We are glad that you have chosen a university that has the status of a research university and is trying to establish itself in the European educational and research area.

In the spirit of our creed "wisdom of the past - knowledge of the present - education of the future", and trends in the developed countries, we aim to ensure an educational process that is student-oriented, so it contributes as much as possible to your personal and professional development, and allows you to make the best use of your acquired skills in your future career.

We know that the start of your university studies brings many new challenges that you will have to deal with. We hope that this guide will help you to manage some of them more easily.

On behalf of all the employees of the university I would like to express my wish that you would feel good at the university and that you would successfully manage your studies in accordance with your plans and expectations.

# 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.

Today, 5 faculties are part of the UPJŠ in Košice: Faculty of Medicine, Faculty of Science, Faculty of Law, Faculty of Public Administration and Faculty of Arts and one department: Institute of Physical Education and Sport.

More than 7 000 students are currently studying at the University, in more than **220 study programmes**.

Part of our university's motto is focusing on the future. However, 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.

For all projects, we should mention in particular the project of the **Košice cluster of new industry**, on which key stakeholders in the Košice region (Košice universities, Slovak Academy of Sciences, Košice self-governing region, city of Košice, Louis Pasteur University Hospital in Košice and Cassovia Discovery Park) and associated membership in the European university alliance **Aurora European Universities** cooperate.

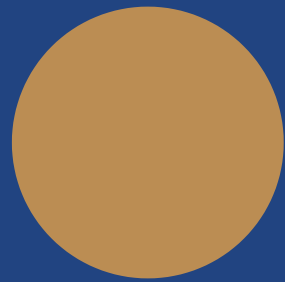
Our university takes pride in the prestigious **HR Excellence in Research award** - it is an award awarded by the European Commission to institutions that meet European standards in research and UPJŠ has won this award among the first universities in Slovakia.



HR EXCELLENCE IN RESEARCH

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# WHO IS WHO?

You meet a lot of people at the university. In addition to students and teachers, they can also be people from the management of our university. It is headed by the Rector, its statutory body, in short, someone as the headmaster of the grammar school, only with the addition that he is responsible for the entire university with its individual parts, faculties. Currently, our **Rector** is **prof. RNDr. Pavol Sovák, CSc.**

**Vice-Rectors** are substitute or assistant Rectors. Each of them deals with a different area within the functioning of the university, for example education, foreign relations, marketing or scientific research activities and others. UPJŠ has a total of 6 Vice-Rectors - prof. RNDr. Peter Fedoročko, CSc., doc. JUDr. Regina Hučková, PhD., prof. MUDr. Pavol Jarčuška, PhD., prof. PaedDr. Martin Pekár, PhD., doc. Ing. Silvia Ručinská, PhD. and prof. RNDr. Gabriel Semanišin, PhD.

The last but equally important part of the University's Management is the **Bursar**, responsible for its operation in material, economic and personnel terms. Currently, the Bursar is RNDr. Ing. Michal Tkáč, PhD.



**prof. RNDr. Pavol  
Sovák, CSc.**  
Rector



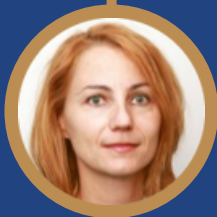
**doc. JUDr. Renáta  
Bačárová, PhD., LL.M.**  
Chairwoman of AS



**RNDr. Ing. Michal  
Tkáč, PhD.**  
Bursar



**prof. RNDr. Peter  
Fedoročko, CSc.**  
Vice-Rector for  
Science, Research  
and the PhD. Study



**doc. JUDr. Regina  
Hučková, PhD.**  
Vice-Rector for  
Marketing and Public  
Relations



**prof. MUDr. Pavol  
Jarčuška, PhD.**  
Vice-Rector for the  
Development and the  
European Agenda



**prof. PaedDr. Martin  
Pekár, PhD.**  
Vice-Rector for Higher  
Education, Academic  
Traditions and Ceremonies



**prof. RNDr. Gabriel  
Semanišin, PhD.**  
Vice-Rector  
for Informatisation  
and Quality  
Management



**doc. Ing. Silvia  
Ručinská, PhD.**  
Vice-Rector for  
International Relations  
and Mobility



However, in order for our university with more than 7,000 students to function smoothly, it needs even more staff. These include two boards - the **Scientific and Administrative Council**, the **Rector's College**, supplemented by the **Rector's Enhanced College** and the **Academic Senate**.

Furthermore, at the faculty levels, you will meet the Deans who are their governing bodies, again supplemented by the faculty **Academic Chambers**.

As you can see, running a university isn't just about one or a few people. Everyone has their function, which often includes specific addressing. Do you know how not to be wrong?

## **Professor or doctor? How to address correctly.**

During important events, you will be able to 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,..."

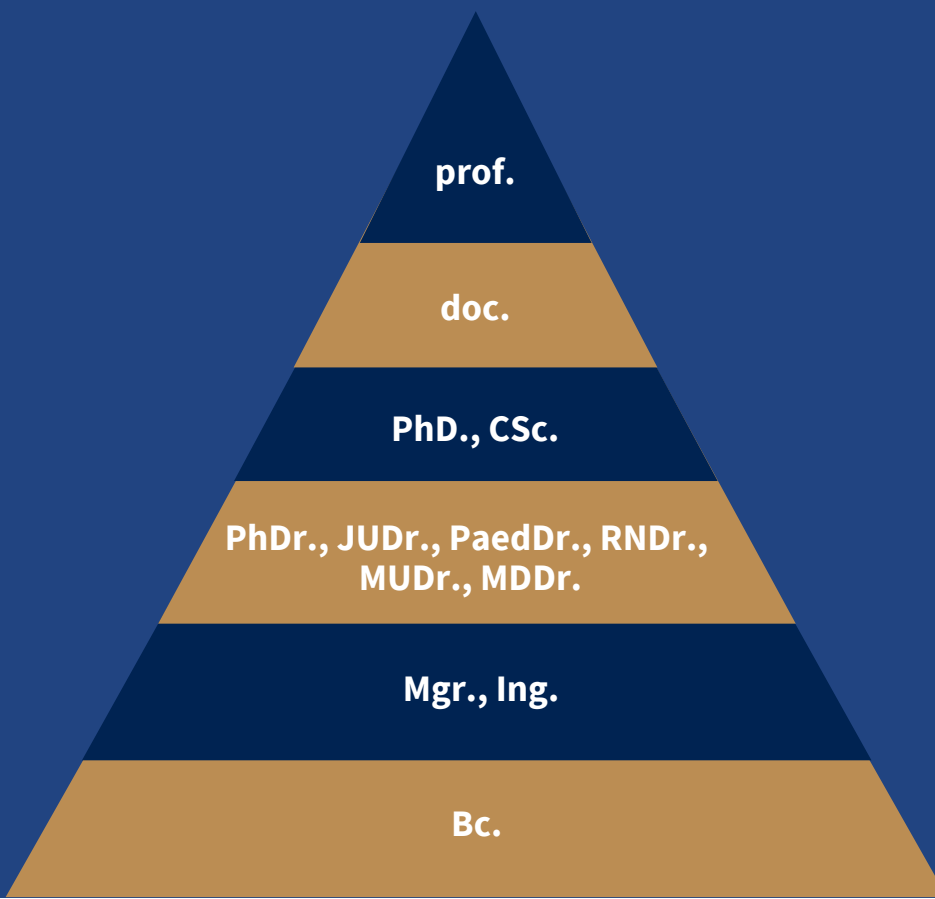
**Spectabilis** – the Deans are addressed on important occasions, such as a graduation, with this title.

**Honorabilis** is the third from the group of ceremonial titles for functionaries. It's 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. Therefore, it is always good to find out a title of a given person you are going to communicate with.

By using the title correctly, we express **respect** and **esteem** 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**, "Mr. Rector Sovák" instead of "Mr. Professor Sovák". Of course, we're all human, and anyone can make a mistake.

If we start from the **lowest** academic levels, the basic approach is the **Master's** or **Engineer's**. If someone has a Ph.D. or Csc., in addition to Mgr. or Ing., we address them as doctor. No less frequent are also scientific and pedagogical ranks – **associate professor** and **professor** – which are written before the name. They always take precedence, which makes it much easier to address the particular associate professor or the professor.



# STUDIES

## What do I need to master and know in order to study successfully?

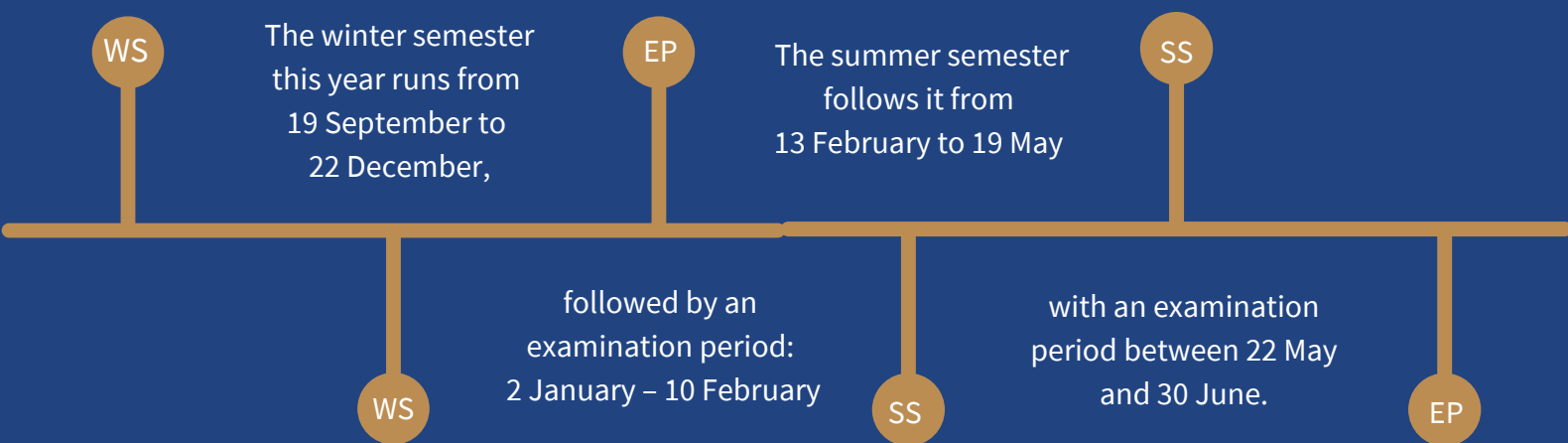
It's a crucial question, and we don't think we can move on without it. Of course, as students we have duties and these include, above all, the completion of courses that are rewarded with so-called credits (the number of “points”). Like the others, our university is governed by fixed conditions that define how many and what subjects a student must complete in order to obtain a renowned Bc. or Mgr.

However, let us follow the order – in this case, literally, as we follow the [Study Regulations](#). This is a basic document that defines your studies, so we encourage you to take a few minutes to familiarize yourself with it. Believe us, it can not only help you avoid stressful moments, but also make it much easier for you to complete the studies themselves.



# SCHEDULE OF THE ACADEMIC YEAR

Every school year, as you are already used to from high school, is divided into two semesters: winter “WS” and summer “SS”, which additionally include so-called examination periods in which you finish individual courses and apply for a new semester. The average length of one semester is 13 consecutive weeks.



Your primary concern is to be able to finish the courses – get grades, during those time intervals, or there will be unnecessary complications.

For the academic year **2022/2023**, there is a **schedule**, including several important events.

**Attention**, AY schedules may vary between faculties!





# COURSES

To not make it all so easy, even in this case it is not a no course is the same as the other. They are divided into 3 types according to their importance, difficulty and overall time burden.

Primarily, you are interested in those that are **mandatory** = "A" (this simply does not avoid 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 have the choice of 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, even here, you must ensure that the sum of credits for compulsory optional courses is sufficient at the end of the year/study, i.e. not less than 37, as is the case with the full-time program Biology of the First Degree (Bc.).

No less interesting is the category of **optional subjects**, the so-called "C" courses, none of which you need to take. However, in many cases, these are specifically oriented courses, which by their value certainly do not lag behind the above-mentioned compulsory subjects. In addition, they are a good way to supplement your missing credits.

Detailed information about your study programme, minimum number of credits, study plan, etc. can be found in the new [\*\*Register of Study Programmes\*\*](#).

An important knowledge that many of us often forget about is the **syllabus**. These are descriptions with all the necessary information about the subject – from its content, the number of credits, the names of the teachers, to the conditions of graduation. You can access them through the "[\*\*CoursesAnalysis\*\*](#)" in the left menu after logging in to AiS.

Do not forget about the **electronic notice board**, especially of those courses that you have signed up for. This is because specific teachers put the latest and most important information into them - from the dates of exams through absences, etc. You will also find them in the AiS in the left menu.

## EVALUATION

It is one thing to sign up for the course and attend it, but the other is to pass it. Not every course ends with an exam. If you look at the syllabus, the introduction always shows how to end it. Although the most well-known evaluation method is the exam - either oral or written, it can sometimes be supplemented by an additional continuous assessment during the semester. Many subjects end, for example, with an “H” rating, which is awarded after completing only the continuous assessment, such as tests, class activities or seminar work. At the same time, it means that you do not have to look forward to the exam.

Perhaps the least frequent way is to pass the “abs”, which does not specify a specific classification level from A-E, but only passed. If you do not meet the conditions for completion of the course – e.g. lack of points on the exam, your assessment will be FX. Depending on your curriculum, you can repeat this course or skip it altogether. However, we recommend that you double-check which courses are repeatable and which are not.



## Course enrolment, deletion and prerequisites

You cannot enroll to courses at any time during the year. Exact dates are reserved for this, which last several dozen days before the beginning of the semester. You realize it exclusively through AiS. In case you have already enrolled the course and you find that you do not want to/cannot complete it, it is necessary to delete it. The procedure is simple - you will write out the relevant form appropriately entitled "Application for a course deletion", have it signed by the head of the department and submit it to your Study Department. The same procedure applies to Late Course Enrollment when you are no longer allowed to do so in the AiS. The same procedure applies to Late Course Enrollment when you are no longer allowed to do so in the AiS.

In addition, some courses have so-called **prerequisites** ("compulsory previous courses"). In other words, if you want to take the course X, you must have already taken the course Y (course X prerequisite). In practice, this means that you will pass Y in WS and X in the subsequent SS. It is therefore advisable to check/ask or consult with your classmates whether you have such subjects on offer and how to plan them appropriately for individual semesters.



# CREDIT POINTS

In the previous paragraphs, you have already heard something about credits - at least we hope so. **Credits or credit system** (ECTS – European credit transfer system) exists primarily as a reliable indicator of the quality of your studies. You receive credits for every subject you pass with a positive grade - not FX or X. If you are interested in why there are no more credits for some emotionally difficult subjects, believe that their calculation depends primarily on 3 aspects: firstly, the so-called **weeklyhours**, i.e. how much time is devoted to a given lesson. Secondly, by what assessment it is completed - for example, the exam adds 1 credit to the course. Finally, the **degree of above-standard amount of out-of-school "home" work** to manage it is prevalent.

As we have already mentioned, during your studies you have to be careful how many credits you get at the end of the year/study. For example, it is essential to have **at least 40 credits** in order **to progress to the second year** of full-time first-cycle studies (Bc.). At the end of the second year, it's 90 credits. However, earning only these minimum numbers may not pay off in the end, as the minimum number of credits (including credits for the final state exam and the defence of the diploma thesis) to obtain a Bachelor's degree after **3 years is 180**. If you only have 90 credits at the end of your second year, get ready for a very busy third year.





# SCHEDULE

Now that you know **what's** waiting for you next semester, it wouldn't hurt to know **when, where** and with **whom**. That's what the schedule is for. It is created depending on which courses and which specific **schedule windows** you choose within them. Like everything, in this case also via AiS during predetermined time intervals of the academic year. Sometimes you have the option of choosing from several alternative times/days for a seminar from one course. Remember that it is not only sufficient to **sign up for the course** in the registration form of the given academic year. Of course, you also need to **sign up for the schedule**, i.e. for a specific time when you will visit it.

Sometimes it can happen that compulsory elective course overlap. There is often not much to be done about this, as the date of teaching depends on many circumstances - a free classroom, a teacher's schedule, etc. One option is to ask the teacher or classmates who are enrolled in this course if it would be possible to transfer it. Please note that **compulsory courses cannot overlap**.



# BUILDINGS

You already know what classes you're going to have, or who's 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.



Rozvrh hodín	
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 cognition. This is true at our university without reservation. Proof of this is 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 beyond.

One of the increasingly popular ways of expanding knowledge from other areas is to write down 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 be successful in **practiced**.



# UNIVERSITY LIBRARY

Literature and information resources necessary for study, writing seminar papers, 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)

You will become a library user after paying the fees associated with its services (registration fee 5 EUR + special electronic services 7 EUR). The payment must be made by means of an electronic registration in AIS2.

**You are using your ISIC as a UL user ID.**

With us you can not only borrow literature but also buy it in a bricks-and-mortar shop (University Bookshop, 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 and study programme, to entering final theses or applications for accommodation. Through AiS2, you are 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, you don't have to 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 communicate also 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 [this e-mail](#) and not from your private e-mail. This allows you to connect via your web browser or the app on your computer.



## Wi-Fi a EduRoam

All students have at their disposal a Wi-Fi network called eduroam (EDUCation ROAMing). 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 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, which you simply cannot do without. In addition, as a bonus, you can also use cloud storage with a capacity of 1 TB. You are logging into it using your email details. [These instructions](#) will help you.



## MS Teams

This paragraph may be unnecessary for you, but it is necessary - only from an information point of view. During the pandemic, the so-called "teams", i.e. MS Teams as a means of communication – from lectures, seminars to formal and informal meetings - became established 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 a e-learning

Together with MS Teams, the UPJŠ also uses the so-called “moodle”. It is an educational system in an online form - through which you can sign up for a specific course, in which you will have scheduled assignments, tests, texts and other necessary elements of teaching in one place. You're logging into it using an AiS login. 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 connects to our university. It is really 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. It's all in one place.

## University social media accounts

If you haven't yet become a follower of university [Facebook](#), [LinkedIn](#), [YouTube](#), [Twitter](#), [Instagram](#) or [TikTok](#), 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 trains, cultural institutions and wherever you need to prove yourself as a student.

Many of you will also take advantage of 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** for you. 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 that you can use to the fullest.



# WHO TO CONTACT IN CASE OF PROBLEMS?

It is not surprising that **questions** and **problems** will also occur when studying at the university. There's nothing wrong with that, of course. It is important to know how to resolve the difficulties that may occur. It all depends on the type of problem – what area it concerns and what its consequences are. From this, it is easy to judge who to turn to. There are a number of “places” within the university that have answers and solutions to your questions.

## Study department

As already mentioned, the study department is primarily focused on solving the so-called agenda of your studies (hence its name). You contact them if you have questions about the conditions of studies, changes in them, deletion/enrolment of classes, specific needs, etc. You can find the [contact](#) on the faculty website.

## Tutor

The term tutor refers to someone who, on the one hand, **is part of your department/institute**, but at the same time is a teacher/doctoral student who has a broad knowledge of everything that happens in your studies. Their activity consists of helping new students to acclimatise within the department/institute environment, providing you with related information and advice. You will get the information about who your assigned tutor is in your department – usually at the beginning of your studies.





## Head of the department/ director of the institute/ head of the clinic

Similar to the tutor, these responsible persons have the best insight into the functioning of subjects and teaching in its area of competence. They can help you with questions related to the quality of teaching, questions about the possibilities of acquiring broader knowledge/skills in your field or events such as competitions/conferences/Student scientific professional activities, etc.

## Person responsible for the implementation of the study programme

This is the person who is responsible for “what you study” – i.e. your field (such as History 1st degree) primarily from a formal point of view. We are talking about professor or associate professor. Their help is used especially in the case of problems with the specific implementation of teaching, although the head of the department/department/institute has similar knowledge.

## Curriculum board

Each **study programme** has its own board, i.e. a group of teachers of your department/institute, which includes external practitioners and students from your study programme. Their job is to check, supplement and update the content of this study plan during planned meetings. If you have an incentive to improve the studying, this is the right recipient.



## Dean, Vice-Dean

The deans and vice-deans are the leading figures of your faculty. That means they cover all the departments of your faculty. However, it is because of their perspective and reach that they are most competent in solving and discussing holistic problems at the faculty. In addition, since they are concerned about the quality of the studies, they will be happy to hear your feedback and suggestions from your perspective as well.

## UNIPOC

Although a separate chapter is devoted to UNIPOC, it should be reiterated that it holds an irreplaceable position at the university. They provide you with psychological, career and study counselling, the value of which is emphasised by their openness, expertise and the associated pleasant atmosphere.

## Internal Control Verification Board

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.

# 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 the 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 Teach** or **Do Something**.

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, if as a new member of our University you need help with something, your experienced buddy will definitely know the solution.

The advantage of this program is the fact that in addition to the functioning of the university, you will also meet older students. You will be able to use their experience and knowledge during your studies or outside them. That's totally up to you. The door's open, just **sign up**.

Buddy will **help you** with:

- information about your studies and contacts to university workplaces
- will support 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. 19/2018)
- fill in the Application for obtaining the status of student with specific needs (Annex No. 3, 6, 7 template in the Annex). This request, on 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 to 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](mailto:unipoc@upjs.sk).
- **IT consulting** (RNDr. Juraj Šebej, PhD., [juraj.sebej@upjs.sk](mailto: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](mailto: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 [Department for Foreign Relations](#).



# 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.

The most effective way to find out the conditions and possibilities of scholarships is through your faculty **study department**.

## Incentive 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.

An incentive scholarship for **excellent sports results** is also an option.

The others include **a trade union scholarship, an annual Rector's Award** and **an extraordinary scholarship**. The amount and conditions of obtaining a scholarship are determined with regard to study programmes at each faculty. This scholarship is not applied for - it is awarded automatically based on the results during the next (usually winter) semester. You will learn about whether you have obtained it in the AiS in the "**Scholarships**" box.





## Social scholarship

It is allocated to financially disadvantaged students according to the conditions defined by the UPJŠ Scholarship Regulations. 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 and is defined according to the UPJŠ Scholarship Regulations. 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?

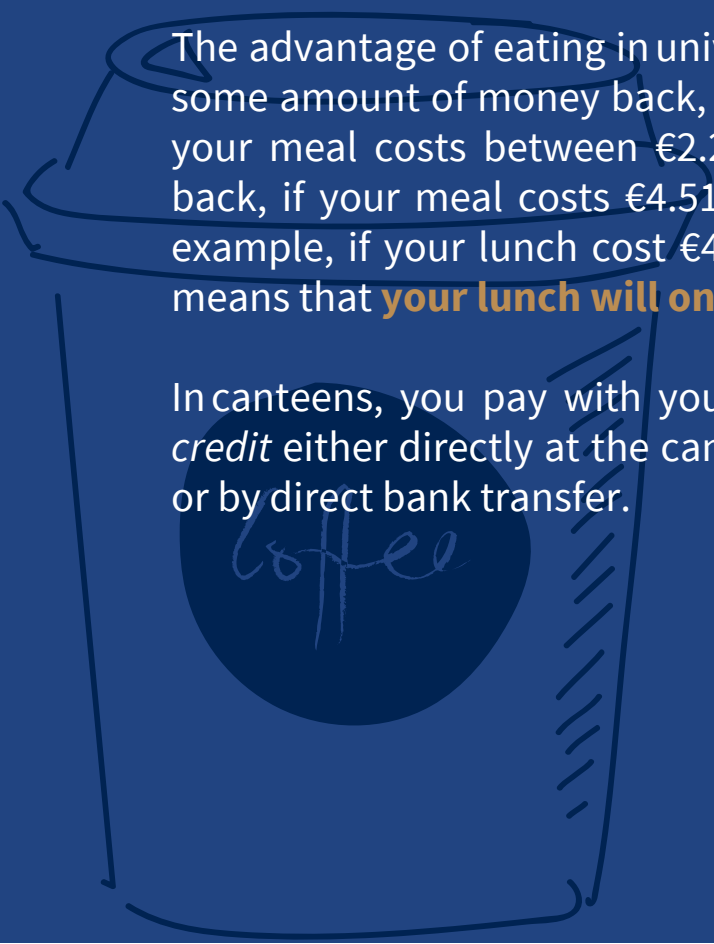
One of the services our university provides for you is catering. You can eat in 7 facilities located at individual faculties and university workplaces.

Four canteens: **Faculty of Medicine**, **dormitories Medická, Moyzesova Street** and this academic year also on **Jesenná Street**. Two canteens where you can pick up your lunch: **Popradská Street** and **Mánesova Street**, and 1 cafe: **Minerva** on the campus of the Faculty of Arts. You can choose your lunch from a wide range of dishes - meat, vegetarian/vegan, soups and side dishes - in any canteen, or you can order your lunch in one of the canteens in advance via the Internet portal to guarantee that you will have what you like. You can also check out the daily menu online.

If you want to relax between classes or go for coffee and dessert with your friends, students of UPJS know that the cafe **Minerva** on the campus of the Faculty of Arts is the right place. Pleasant environment in the city center, in the summer even with an outdoor terrace is certainly “no-brainer”. Plus, with affordable prices!

The advantage of eating in university canteens is that you will receive some amount of money back, depending on the cost of your lunch. If your meal costs between €2.20 and €4.50, you will receive a €1.50 back, if your meal costs €4.51 or more, you will get €3.00 back. For example, if your lunch cost €4.65, you will be refunded €3.00, which means that **your lunch will only cost you €1.65**. And it's worth it!

In canteens, you pay with your ISIC, on which you can *top up your credit* either directly at the canteens' cash desks, at the Minerva cafe, or by direct bank transfer.



# MINERVA - SPACE FOR YOU

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 professor – **everyone** has the **opportunity to express their opinion** and stand by them. But what is more valuable is to be open to the criticism of others!

This is the kind of atmosphere you can come across at [Minerva](#) – a café, UNIPOC centre and 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.

We believe that during this academic year, we will have the opportunity to prove to you that it is not just empty words. In the recent past, we had the opportunity to discuss with a reporter, **Andrej Bán**, and listen to the life story of the parents of **Mrs. Jana Teššerova**, who were victims of the Holocaust, or to think on the **Philosophical Days**. Furthermore, during **UNIPOC's career days**, you can meet with future employers and professionals in your field. There are no boundaries to how to use our Minerva. Do you have any idea or suggestion? [Write to us](#) and we can make it happen together.



[INTERVIEW WITH  
ANDREJ BÁN](#)

# SPORTS ON UPJŠ

Your life at the university does not have to start and end in the lecture room. As you can see for yourself, 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](#).

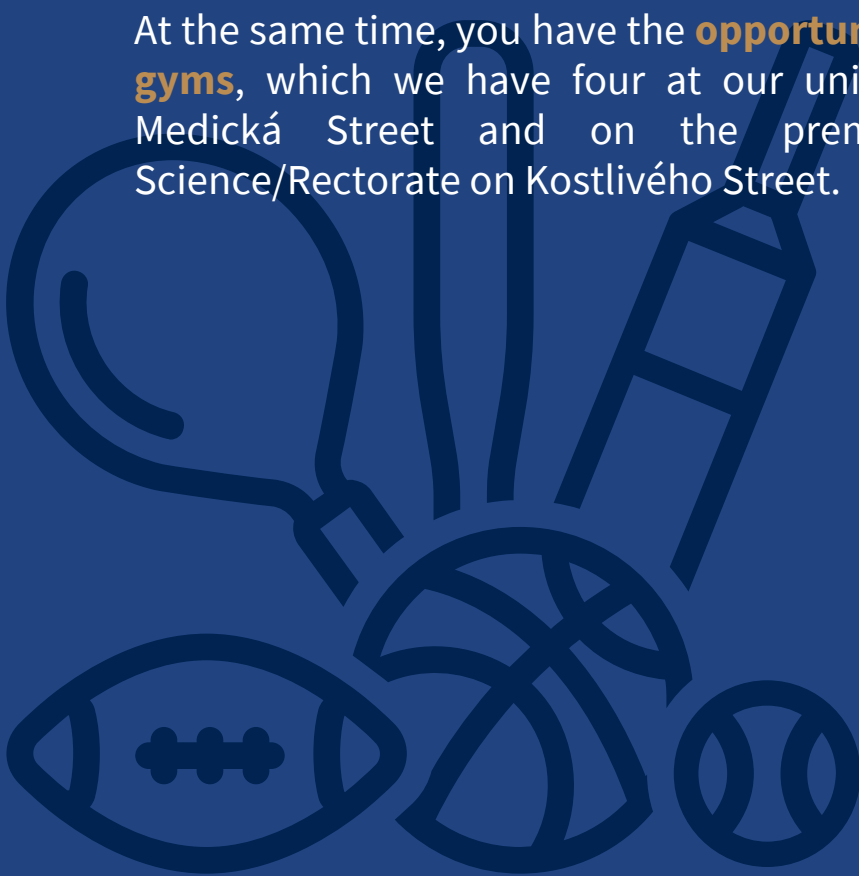
In addition to having the subject of sports activities in your study plan, you always have the opportunity to participate in your favourite sports beyond the study plan.

The [varied offer](#) 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 19**.

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.



With ÚTVŠ you can also participate in interesting several-day courses:

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

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

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 website.



# 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**, however, that applications are submitted well in advance - up to a few months in advance.

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. Several stories are also 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](#)



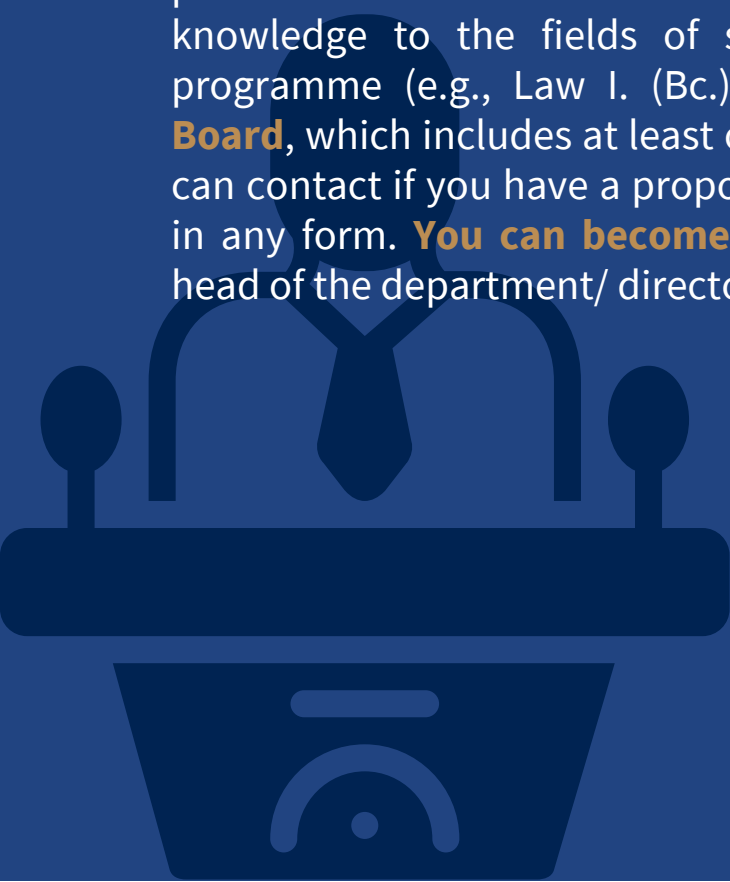


# STUDENT SELF-GOVERNING BODIES

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** - 22 employees and 11 students - testifies that these are not just empty words. In addition, each faculty Academic Senate has its own student representatives. If we add 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 to do it?** Simply reach out to either your faculty Student Council/Parliament, run for Academic Senate or you can participate in the ongoing activities without obligation. Without exaggeration, we can confirm that you will benefit from the experience and contacts you gain during them.

In accordance with the new **accreditation of universities**, and with European standards (ESG), a number of changes in the structure of the university have been adopted with the aim of strengthening the position of the student or bringing up-to-date and relevant knowledge to the fields of study. This means that each study programme (e.g., Law I. (Bc.) degree) has its **Study Programme Board**, which includes at least one student representative, which you can contact if you have a proposal to improve the quality of teaching in any form. **You can become one yourself!** Just reach out to the head of the department/ director of the institute/ head of the clinic.



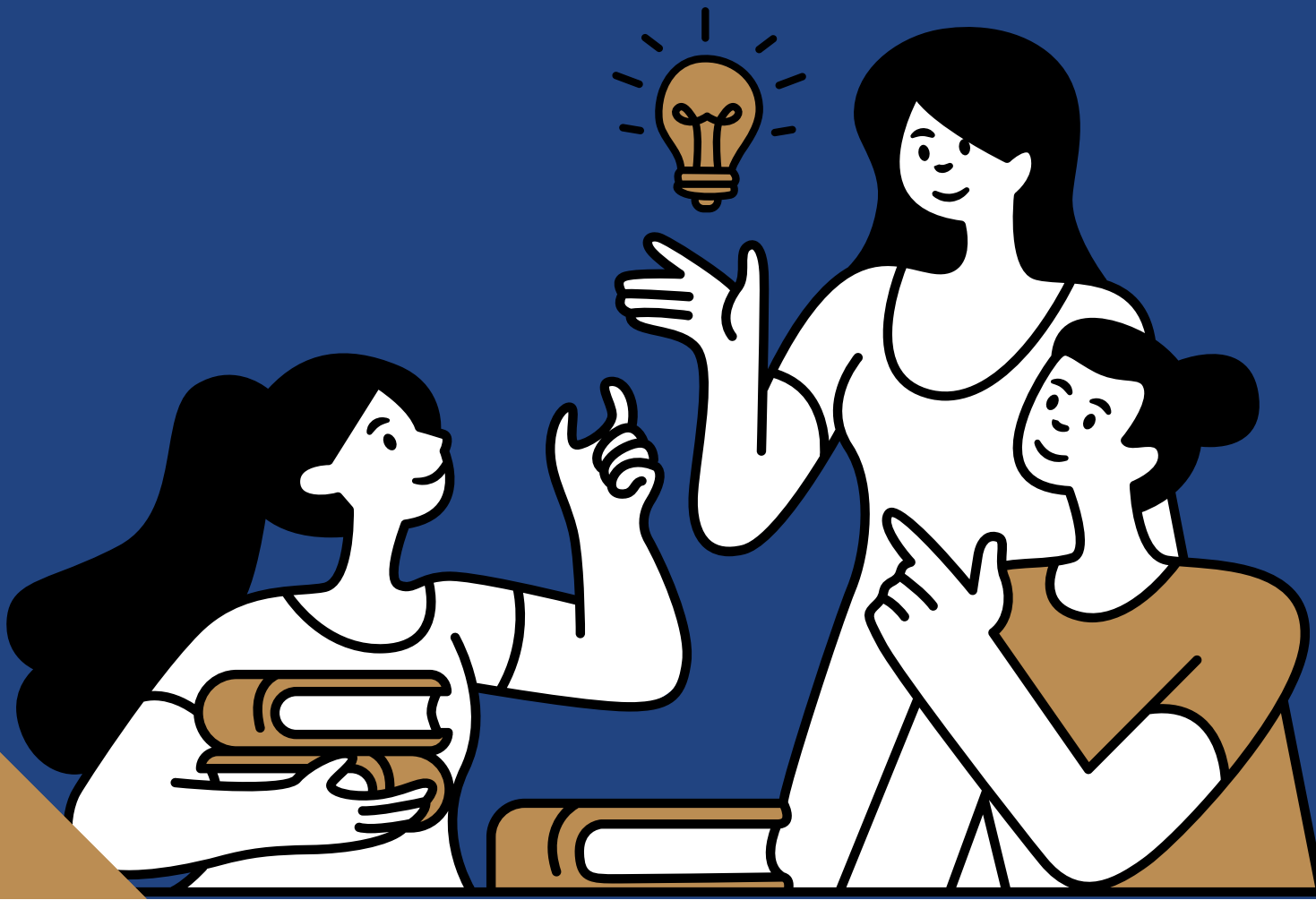
# STUDENT AUXILIARY FORCE

There are not many who would encounter the position of auxiliary student power. It is an opportunity for you to get involved in the practical life of the university in a specific area. You can become an auxiliary **scientific**, **pedagogical** or **technical** force in your department, but also within the workplaces of the **Rector's Office**.

It is customary to list specific areas/topics each year in which **you can participate** by submitting an application and a cover letter.

This activity is also **financially rewarded** and will bring you a lot of **practical experience**.

For more information, please contact the head of your department/institute.



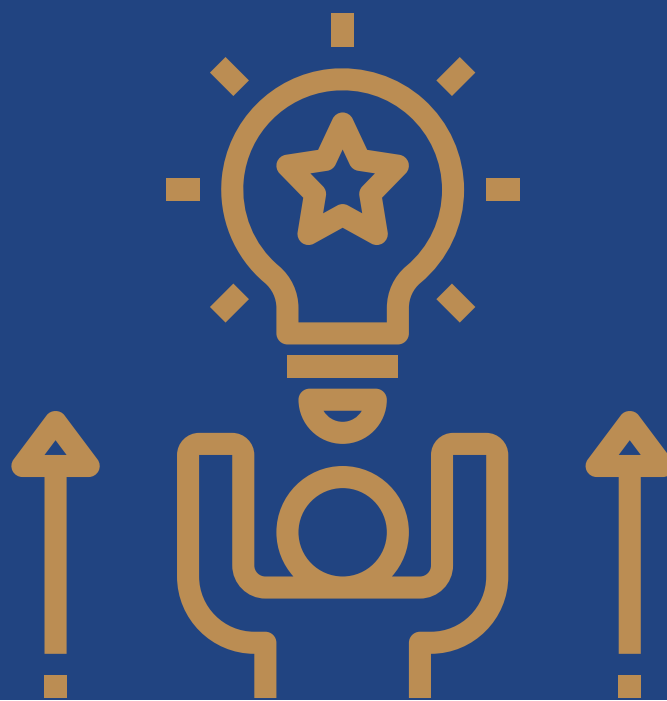
# DEVELOP YOUR POTENTIAL

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

As we already mentioned in the beginning, there is an important project Košice Cluster of New Industry, initiated by our university in order to create better conditions for your professional self-fulfillment. It's never too early, so don't hesitate to join teams of specialists.

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

- new **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 so-called **clinics** while still studying
  - **Street law clinic**
  - **Student legal counseling for residents of the city of Košice**
  - **Traineeship Clinic**
- at the Faculty of Public Administration, you can visit and get to know the leading **European institutions**
- The Faculty of Arts will offer you **top notch research laboratories**



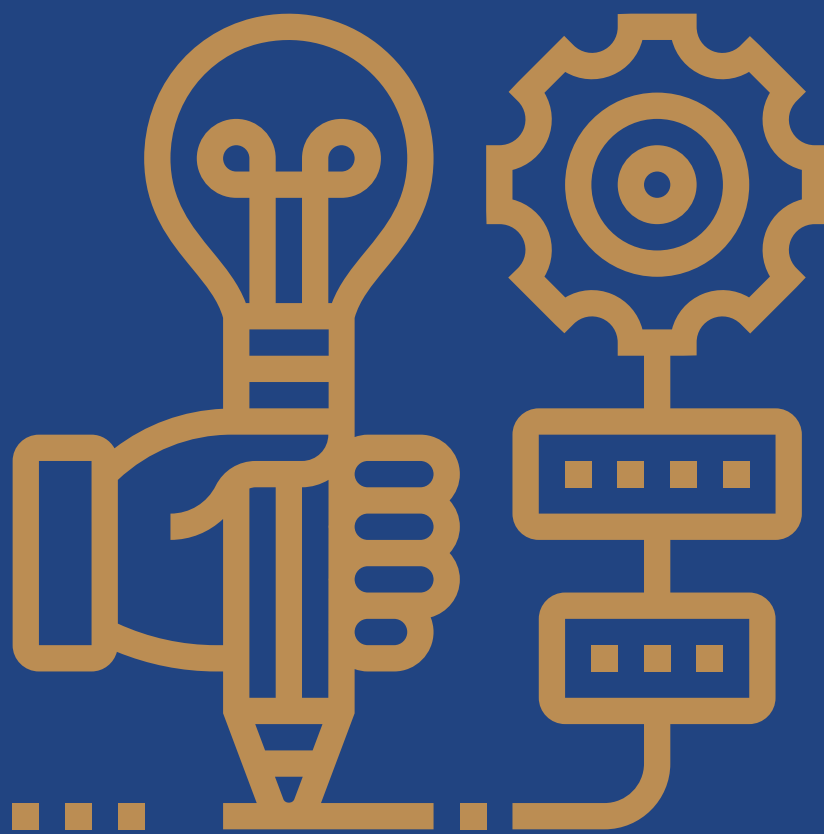
In addition, our university offers other **innovative forms of education** to support and develop your creativity and potential.

These include:

- [Certified Interdisciplinary Courses](#)
- the subject **Creativity, responsibility and entrepreneurship** was 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 that our university responds 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. It is not only empty talk about the climate crisis. We at UPJŠ have started a fight to save the environment and in our battle plan you **are needed 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**, also 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 on **[Race to Zero UPJŠ](#)**.

If you want to join the Green UPJŠ Commission, write to us at **[zelenauniversita@upjs.sk](mailto:zelenauniversita@upjs.sk)** and become part of the big changes that lead to a greener and more sustainable UPJŠ!



# GREEN UNIVERSITY ACTIVITIES



EKO WEEK





# BOTANICAL GARDEN

Part of the Pavol Jozef Šafárik University in Košice is the well-known **UPJŠ Botanical Garden** on Mánesova Street. In the botanical garden you will find an arboretum, a lot of exotic flora, both in the interior of greenhouses and in its charming exterior. In addition, concerts and other cultural events are held in its premises.

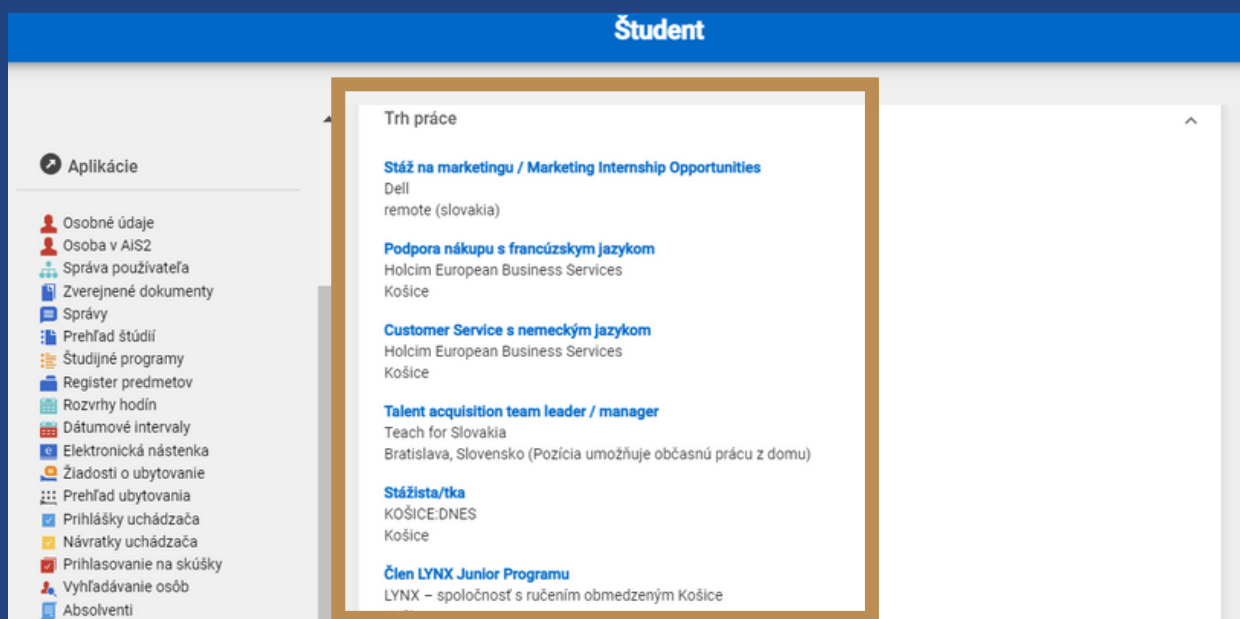
Among other things, it is the perfect place to relax, recharge, study or go on a date. The newly opened café called **Botanicaffé** will quench your thirst and enhance the already relaxed atmosphere. You can get to the Botanical Garden on foot or by public transport (Botanical Garden stop – trams no. 4, no. 7, no. R4; buses 12, 19). Although “Botany” is open every day, it is worth to check it out on **its website**.





# 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 you have some free time left that you would like to invest in your own development and as 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

You can use several ways to get around Košice - walking, shared scooters, bikes, taxis or public transport.

Students most frequently use **tram line no. 6**, which goes from the railway station to the housing estate "Terasa" (you can get to the hostel on Pražská Street, to the dormitories on Medická Street and to the Faculty of Medicine), as well as **bus lines no. 17** (runs between the Railway Station, the Centre – Námestie Maratónu Mieru – dormitories on Medická Street, the Faculty of Medicine and the Faculty of Public Administration ), **no. 71** and **no. 72** (they will transport you from the centre, from the stop Vodná – the closest to the Faculty of Law – and from the stop Námestie osloboditeľov, to the hostel on Pražská Street, where there is also the OC Gallery).

To search for connections, you can use the [Dopravný podnik mesta Košice](#) website or, for example, the **Ubian** app, where you can check your ISIC credit balance, top up your credit, or purchase a ticket directly in the app, wherever you are.

If you want to use public transport frequently, the best alternative is to buy a 3-month ticket, which will be charged on your ISIC. In the case of occasional travel, it is advantageous to buy a ticket in mobile app or via ISIC directly in the vehicle by placing your card to the reader (of course, you must have sufficient credit at ISIC).

You can also get from point A to point B on **a shared scooter** or **bike** offered by the university.



# ACCOMMODATION - DORMITORIES

The University offers for its students accommodation in their own but also 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 the greater interest in accommodation, the University also provides accommodation through contractual partners at the dormitories of the **Technical University in Košice** and 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, Ing. Jozef Maligda.



# HEALTH CARE

If you experience any medical inconvenience, you'll always find help nearby.

In addition to the fact that the faculties have first aid kits - e.g., at the reception desks - you can find more specialized help throughout the city.

The main options are hospitals. For example, **Louis Pasteur University Hospital** (which, as the name suggests, cooperates with our Faculty of Medicine) - based both on SNP and Rastislavova Street, **Railway Hospital**, and **Šaca Hospital**.

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

**Non-stop** medical assistance is available at Emergency Services, such as **Toryska Street**, where dental emergency services are also located.

**Remember**, when you see a doctor, you always need your **Health Insurance Card**.



# WHAT TO SEE IN KOŠICE

**Welcome to Košice**, the famous “capital of the East”. In addition to this attribute, it also rightfully deserves designation of a **university town**. That means that for you as a student, this environment is suitable for various activities.

**Remember**, as a student, you have quite a **discount** almost everywhere - so why not use it? We recommend not taking **ISIC** out of your wallet or pocket to always keep it handy.

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! Once you have visited and tried everything, try **Visit Košice**, which will not disappoint you.

Therefore, take a well-deserved break and **enjoy Košice!**





## 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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