



# STUDY GUIDE

For students of UPJŠ in Košice

\*2026/2027 updated information



# #UPJŠ!

Unleash Potential, Jumpstart Success



# CALENDAR

|                                    |   |                               |
|------------------------------------|---|-------------------------------|
| September 16, 2026, 10:30AM        | → | Opening ceremony of 26/27 AY  |
| Sep. 16, 2026 - Dec. 18 2026 (14w) | → | Winter Semester               |
| Nov. 2 & 17, 2026; March 3, 2027   | → | Rector's Day Off              |
| November 9 - 11, 2026              | → | University Sport Days         |
| November 18, 2026                  | → | Remembering Velvet Revolution |
| Dec 24, 2026 - Dec 31, 2026        | → | Winter holidays               |
| Dec 21, 2026 – Feb 5, 2027 (6w)    | → | WS Exam Period                |
| Feb 8, 2027 – May 14, 2027 (14w)   | → | Summer Semester               |
| Spring 2027                        | → | Career Day                    |
| May 17 – June 25, 2027 (6w)        | → | SS Exam Period                |
| June 28, 2027 – August 31, 2027    | → | Summer Holidays               |



## STUDENTS MEETINGS

with

**JUDr. Ľudmila Elbert, PhD., univer. assoc. prof.,**  
Vice-Rector for Undergraduate and Lifelong Learning

during UPJŠ WelcomeFest

**October 6, 2026**

in Minerva building (2PM - 3PM)

**November 11, 2026**

**December 2, 2026**

**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 of 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 Programme, 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.

Today, **five faculties** and **one institute** make up UPJŠ in Košice: Faculty of Medicine, Faculty of Science, Faculty of Law, Faculty of Public Administration, Faculty of Arts, and Institute of Physical Education and Sport. Every year around 8,000 students come to the university, choosing from more than **280 study programmes**.

Part of our university's credo is the focus 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, with the effort to contribute to creating a motivating environment for students, employees, and the general public. UPJŠ is a member of more than **400 institutional and individual memberships**.

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, HRS4R, and the AURORA Alliance, The American Chamber of Commerce in Slovakia, The British Chamber of Commerce in the Slovak Republic, Košice IT Valley, HRS4R, Aliancie AURORA a aliancie Ethos Universitas**. UPJŠ actively cooperates with SAAIC and SAIA in the field of promoting mobilities and scholarships, participates in conferences and workshops. Each memberships are beneficial for experts and departments mainly in the field of international contribution of the university and its departments, modernization of the teaching process, joint publications, and preparation of joint projects.

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.



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# THE MANAGEMENT OF UPJŠ

You meet a lot of people at UPJŠ every day. In addition to students and teachers, you can also meet members of the management of the 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 members 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., univ. 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., univ. 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 **PhDr. Patrik Géci**.

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 **8,000** students, function of the university is ensured by a large number of employees – scientists, teachers, laboratory technicians, administrative and technical-operational staff. UPJŠ also has more than **1,800** employees.

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? Address Them Correctly.**

During ceremonies and important events you will hear foreign-sounding addresses of the 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,..."

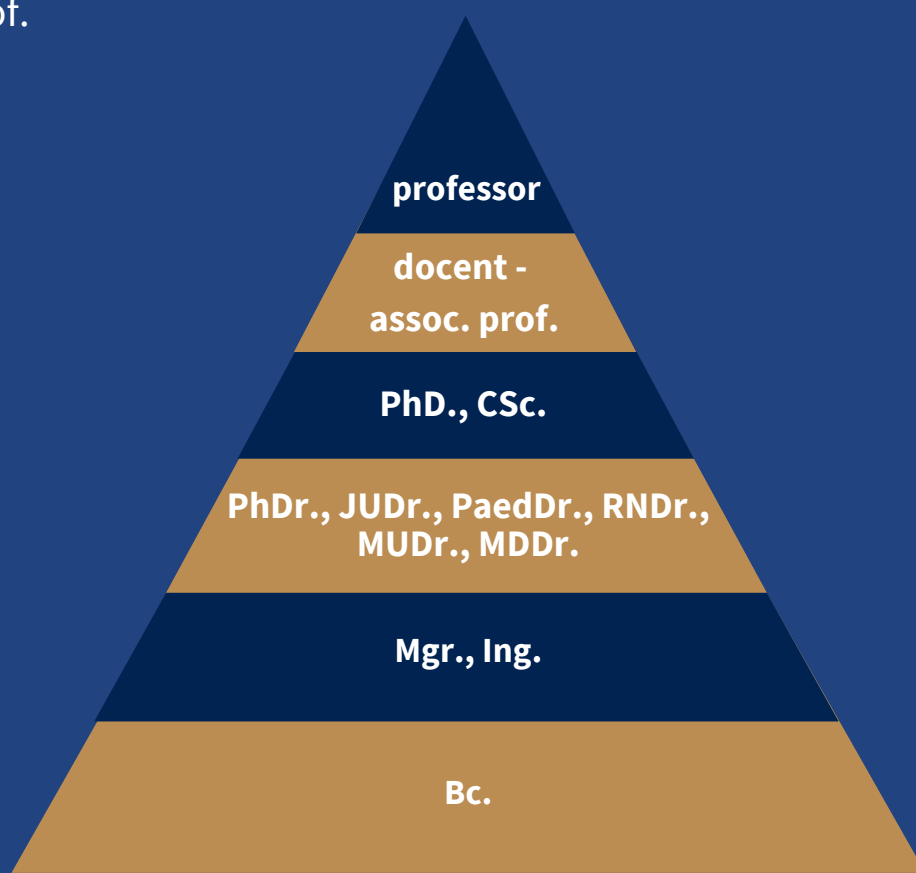
**Spectabilis** – the Deans are addressed on important occasions, such a graduation, with this title.

**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 by his function**, "Rector Pella" instead of "Professor Pella".

Let's start from the lowest academic levels. After successfully finishing 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., and other that are in front of the name and are awarded after the rigorous procedure (the so-called small doctorate). Title **associate professor** (**docent** in Slovak language) is neither the first, second, or third degree of the university education. It comes as the first title before the name. **Professor** is the highest scientific and pedagogical rank of the university teacher, it is written before the name and replaces title assoc. prof.



# 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 defines all students' right and duties is the **Study Rules of Procedure**. It is advised you get familiar with it, as it can help you avoid stressful moments and ease completing your studies.



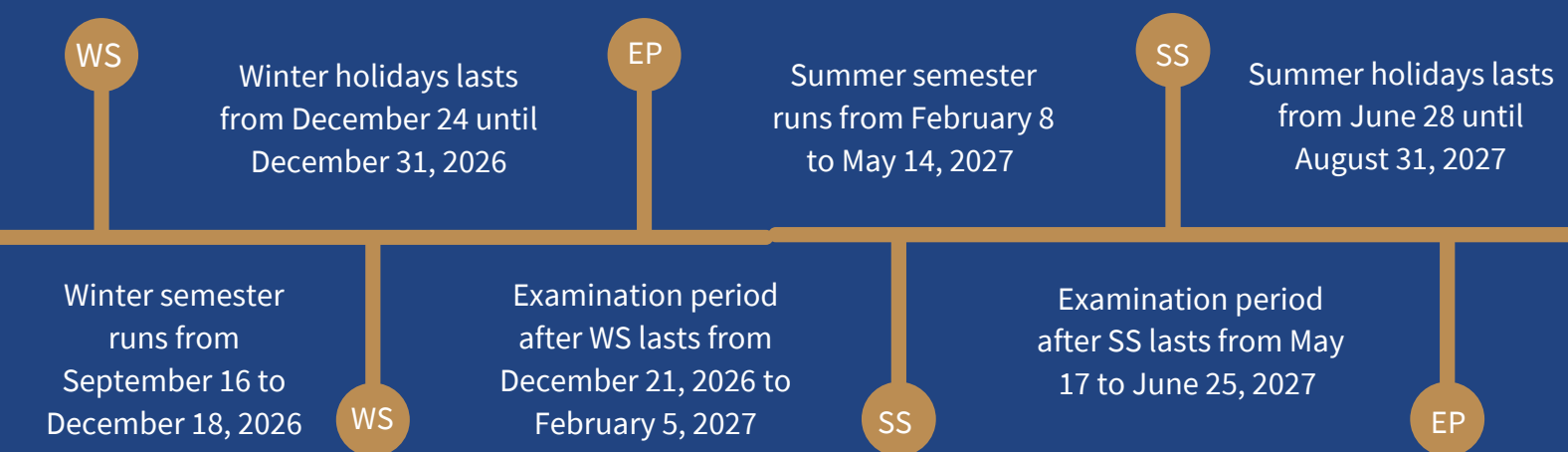
# SCHEDULE OF THE ACADEMIC YEAR

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 two month long summer free period.

During the examination period your knowledge gained throughout the semester will be tested through **exams**. 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 2026/2027 has its [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 2026/2027

Click on the logo of your faculty:



# COURSES

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 subjects” - you cannot avoid them and it is not recommended to forget to sign up for them. They contain topics that are directly related to your field.

**Compulsory optional courses** follow. 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 **[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. **It is advised 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.



# TIMETABLE

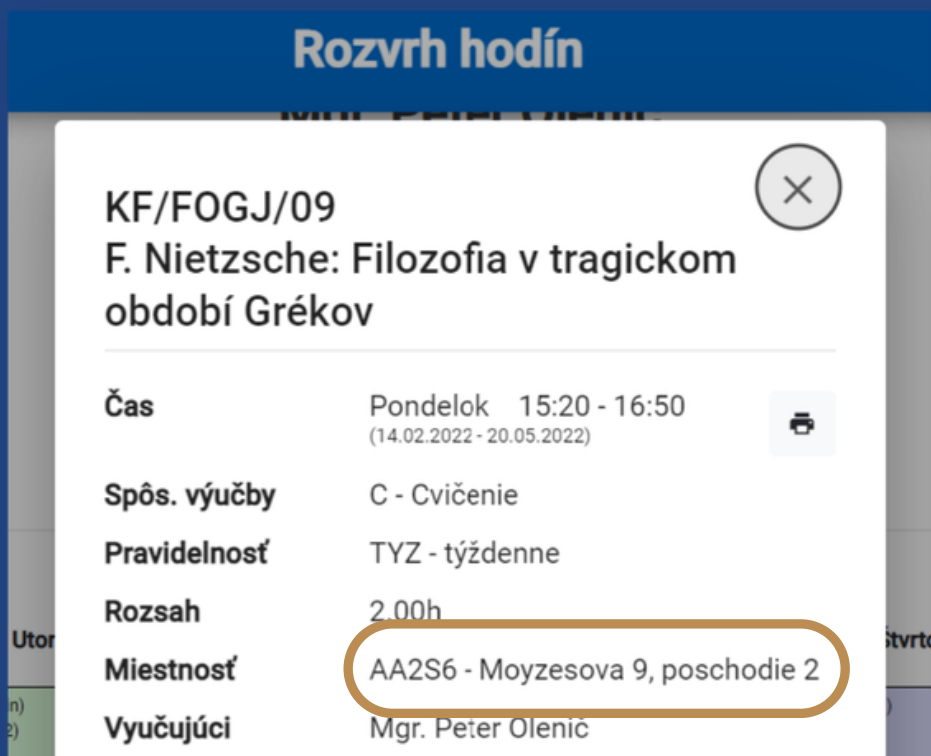
Now that you know **all that is** waiting for you next semester, it does not hurt to know **when, where, and whom with**. That's what the **schedule** is for, which contains information about the name of the course, the time and place it happens, the name of the lecturer, and more. You can find the timetable 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.**



# BUILDINGS

You already know what classes you are going to have, or who is going to teach them. However, do you know **where will they 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 modal window titled "Rozvrh hodín" (Schedule of lessons) with a close button (X) in the top right corner. The class details are as follows:

|                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| KF/FOGJ/09                                        |                                                     |
| F. Nietzsche: Filozofia v tragickom období Grékov |                                                     |
| Čas                                               | Pondelok 15:20 - 16:50<br>(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                                   |

The "Miestnosť" (Room) field is highlighted with a brown rounded rectangle. A printer icon is visible next to the time slot.

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 your **ISIC card**.

In addition to buildings where classes are held there are **canteens**, **cafes**, **libraries**, and **gyms** on the university premises.



# 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**.



# 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, aikido, basketball, badminton, bouldering, body-form, bouldering, filipino boxing, floorball, yoga, swimming, pilates, strenght training, power yoga, SM-system, tabata, table tennis, volleyball and a lot more - all you have to do is choose.

The deadline for **registration** to the schedule for this academic year is set **for September 18, 2026**. Sport courses begin **on September 21, 2026**.

If you have questions about individual sports, we encourage you to contact the appropriate **sports referent**.

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,**
- **aerobics by the sea,**
- **Bodrog and Hornád rivers 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).**

Do not forget about the **University 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.



# UNIVERSITY LIBRARY

Literature and information resources necessary for studying, 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**:

- **Library of Faculty of Medicine** (SNP avenue No. 1),
- **Library of Faculty of Science** (Medická Street No. 6),
- **Library of Faculty of Law** (Kováčska Street No. 26)
- **Library of Faculty of Public Admin.** (Popradská Street No. 66)
- **Library of Faculty of Arts** (Moyzesova Street No. 9 – Gutenberg)
- **Austrian Library** (Moyzesova Street No. 9)

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

Not only can you borrow literature from the library, you can buy it in the University shop on SNP avenue 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.

In case of technical problems contact the responsible person at your faculty/department.

## Your “@student.upjs.sk” e-mail

In addition to AiS, we also communicate via university e-mails on Outlook. Each new employee and student gets a new email address.

- **students:** **personal number@upjs.sk**  
**name.surname@student.upjs.sk**
- **employees:** **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](#). Its great benefit is the accessibility at other european universities that also use EduRoam.

## 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 **OneDrive** with a capacity of 1 TB. You log into it using your email details. These [instructions](#) will help you.



## Distance Learning and E-learning

Teaching and learning do not have to be only in-person, they can take distance forms on different platforms, such as **LMS Moodle**, **MS Teams**, and **MS Forms** at our university. You are logging into these platforms with your student email. You can find more information about digital forms of studies at [e-learning](#) website of the university.



## MS Teams

MS Teams is used as a communication tool for online lectures and seminars, work meetings, sessions, or studying together with your colleagues. We advise you download MS Teams app into your computer or phone, so you can be sure it is working properly.

### How to use MS Teams

## 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.

Website administrator: **[intranet-admin@upjs.sk](mailto:intranet-admin@upjs.sk)**



## Social Media of UPJŠ

If you are not a follower of university [Facebook](#), [LinkedIn](#), [YouTube](#), [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** card serves to identify you not only within the university, but also in transport, cultural institutions and wherever else you need to prove you are a student.

Many of our students will also take use the **prepaid discounts** you prolong 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.

## 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 [contacts of your study referents](#) on the website of your faculty.

## Tutor

Tutors are usually at your faculty, institute, or department - a teacher or a doctoral student. Their job is to help new students integrate to the environment of the university, faculty, and departments. They provide information and advice to students, receive initiatives about perfecting the teaching process, offers information about additional education, competitions, conferences, and other student events. You can find your tutor's contact in [the Register of Study Programmes](#).



## **Faculty Management - Deans, Vice-Deans**

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 Programme**

This is someone responsible for implementing, developing, and ensuring the quality of the study programme, guaranteeing the professional quality and content accuracy of the study programme. The prerequisite for performing this function is the scientific-pedagogical title of associate professor or professor.

## Study Programme 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. You can find members of your Study Programme Board in [the Register of Study Programmes](#) in your study plan.

## 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 [Board](#) student representative 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.

### 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.

More information on [the university website](#).



### Contact:

Rectorate of UPJŠ in Košice, Ground floor, Offices 15 and 16

tel: +421 55 234 1260, mobile: + 421 907 945 470

e-mail: [maria.bujnakova@upjs.sk](mailto:maria.bujnakova@upjs.sk); [ombudsman@upjs.sk](mailto: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 with a mission to provide advice to all students of Pavol Jozef Šafárik University in Košice free of charge:

**psychological counselling,**  
**career counselling** (for students and graduates),  
**effective learning counselling,**  
**social counselling,**  
**legal counselling.**

The counselling takes place **in person or online** (a videocall or a chat), in both slovak and english language. UNIPOC holds a variety of online and offline events throughout the academic year, during which students can develop their skills, network with employers, or gain important information in the field of mental health or how to find a suitable employment. UNIPOC is also responsible for support and care of students with special needs.

## **Book a counselling session**

Follow UNIPOC's [Facebook](#) and [Instagram](#) profiles so you can always have news on counselling, planned events, and even job offers and internship offers.

Information on job and internship offers are regularly updated in AIS, too. You can find them in the **Job market** section in the bottom of the main menu.



# SUPPORT FOR STUDENTS WITH SPECIFIC NEEDS

## BUDDY programme

The aim of the **BUDDY** programme is to support new students so you can feel good the the university and have an easier access to information and services of the uniersity. **BUDDIES** are volunteers - more experienced students of UPJŠ in Košice, who offer support and help to student who are adapting to the university environment and in the field of mental health.

## I would like a BUDDY

## I have specific needs

Our university strides to create a pleasant academic conditions for all students, including those with specific needs.

**To get the support for studying and adjust the study accordingly you need 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
- fill in the *Application for Obtaining the Status of Student with Special Needs*.

**Samples of applications, coordinator contacts for students with specific needs and support services.**



# 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. Conditions for awarding scholarships and their amounts differ depending on the study programmes at faculties in accordance with [Scholarship Regulations of UPJŠ](#).

You can find information on whether you have been awarded a scholarship in AiS in *Scholarships*. In case of questions contact your [study department](#).

[What scholarship can I get and when?](#)

## Student loans

As a student you can receive a student loan, granted by the Education Support Fund, helping you fund your ambitious project, travel to universities and institutions abroad, or as a help in your everyday studies.

[More information on student loans.](#)



# ACCOMMODATION

## DORMITORIES

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

Capacities of UPJŠ:

- **1,400** beds in Dormitory on Medická Street 4 and 6;
- **155** beds in Dormitory on Popradská Street 66;
- **200** beds in Dormitory on Popradská Street 76.

Submitting accommodation application is possible every academic year through March 1 until 31 via [Academic information system AiS](#).

### Current price list of ŠD UPJŠ

Accommodation capacities are distributed according to criteria detailed in the [Accommodation and Dormitory regulations of UPJŠ](#). When deciding on the distribution of accommodation study results, activities during the studies (members of the senate, boards, commissions, associations, clubs, etc.) are taken into the consideration, as well as the proximity of student's hometown to Košice.

Interests of students in the dormitories are represented by a student self-governing body [Student Dormitory Board of UPJŠ](#), elected by students of each faculties that live at the dormitory. The Board has the right to present initiatives bettering the services and removing problems at the dormitories to the director of ŠDaJ. At the same time its interest lies in the protection of property of ŠD and regulation-following. You can contact members of the Board in case of a problem or an initiative connected to your accommodation.

### More information and contacts



# WHERE TO GET LUNCH OR COFFEE?

One of the services our university provides for you is catering. You can satisfy your hunger at 6 canteens in these locations:

**Faculty of Medicine** (SNP avenue no. 1),  
**Medická dormitory** (Medická street no. 4),  
**Faculty of Arts** (Moyzesova street no. 9),  
**Faculty of Science** (Jesenná street no. 5),  
**Faculty of Publit Admin.** (Popradská street no. 60),  
**Botanical garden** (Mánesova street no. 23).

You can put together your lunch from a wide range of dishes - meat, vegetarian/vegan, soups, and side dishes – at any canteen, or you can order your lunch in advance via [the order system](#). The menu is updated daily [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. Minerva offers pleasant atmosphere in the campus of the Faculty of Arts in the city center, and in Botanicafé, on the other hand, you can feel in peace in the Botanical garden on the outskirts of the city.

The advantage of eating in university canteens and cafés is the option of paying with your ISIC card and getting subsidies. Thanks to the subsidy you will receive back credit to your ISIC card, which means saving on meals. You can check the subsidies amounts in [the meal price list](#).

You top-up the credit on your ISIC card at canteen cash registers, or via [a direct bank transfer](#).



# 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 - completing a traineeship in a company, institution, or a laboratory abroad and gain real work experience during your study. Besides experiencing a new culture and learning from professionals in other countries you will get an opportunity to gain **personal skills** - from self-discipline to communication in foreign languages.

All you have to do is select the **university**, with which your department/institute collaborates, or agree on a traineeship in a company, institution or lab abroad. Your **faculty coordinators** will help you to fill out all important documents. Applications are submitted well in advance - up to a couple months prior. The recommended year for travelling abroad is usually the second year of the Bachelor study cycle.

## **Deadlines for applications and calls for Erasmus+ mobilities in 2026/2027 academic year**

**Erasmus Alumni Club (EAC)** is a student initiative who have already experienced an Erasmus+ mobility and want to help those interested when preparing for a period spent abroad. Do not hesitate to ask your older colleagues about their tips and advice.

Become a part of the biggest student organization in Europe! Do you enjoy volunteering and do you want to meet new people from other countries? ESN Košice is waiting for you! **Erasmus Student Network (ESN)** is a non-profit international student organization. Its mission is representing student from abroad and giving them opportunities of cultural dialogue and selfgrowth during their mobility.



# 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 of the Faculty of Public Administration
- Student Council of the Faculty of Science at UPJŠ
- Student Council of the Faculty of Arts at UPJŠ
- Student Associations at the Faculty of Arts at UPJŠ

## Clubs and ensembles:

- 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

Students can participate in the management and functioning of the university. **The Academic senate of UPJŠ** has 36 members - 24 employees and 12 students of the university. Each faculty has its own academic senate with elected representatives of employees and students. In addition, you can also join **the student parliament** and **the student council**. These bodies organize many events - balls, debates, quizzes, and other. You have **a wide range of ways** to participate in the life at our university.

## How can I join?

If you want to become a member, all you need to do is to contact your student council or parliament. Information on the next **elections for academic senates** are published on the university and faculty websites. Experiences and contacts you will gain during these activities can come handy in your future outside of UPJŠ.

## Study Programme Councils

During the process of **university accreditation** many changes were applied to structures of universities in Slovakia to meet European standards (ESG). These changes majorly strengthened the student's role. What it means is that every study programme has to have its **Study Programme Council** that has to have at least one student representative.

**I want to know more about accreditation proceedings**

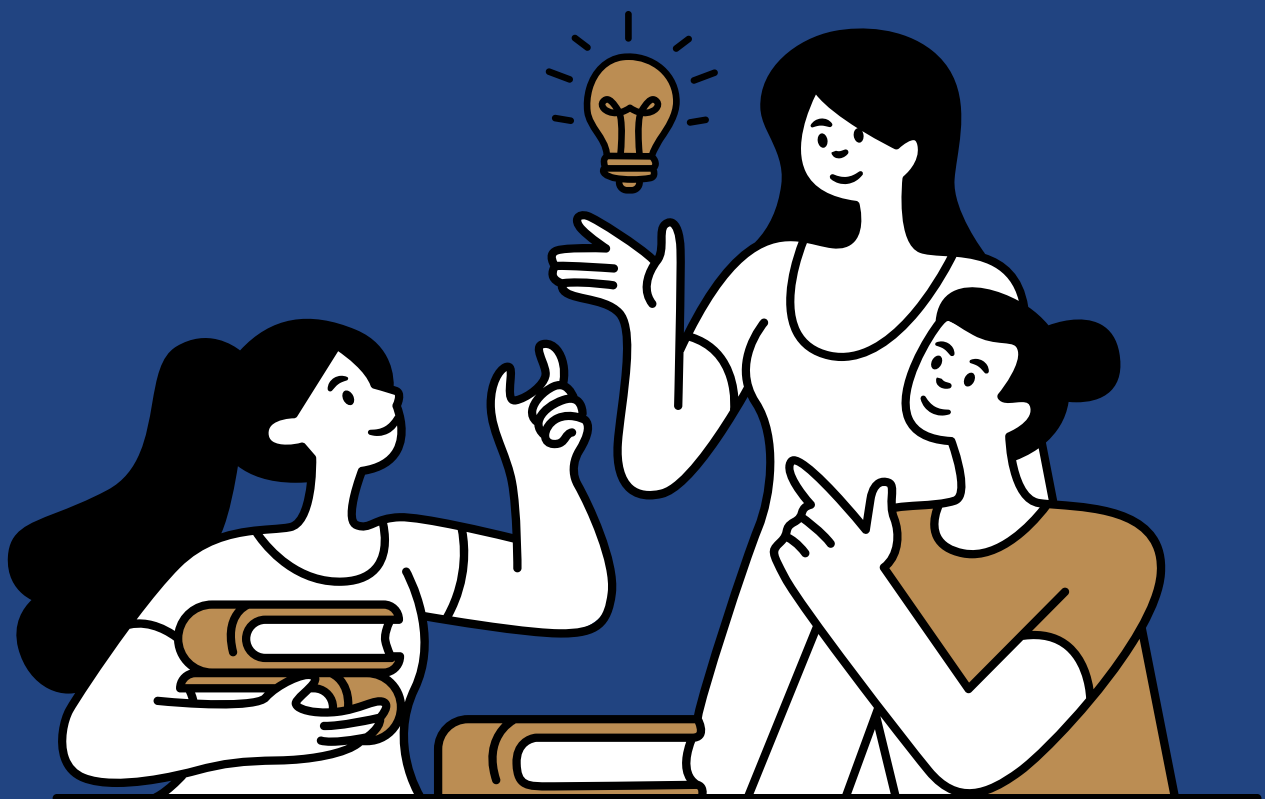


# STUDENT ASSISTANTS

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 Rectorate.

A call for student assistants for specific areas and topics is released at the [university website](#) every year, to which you can apply by **submitting an application**. Besides the application, you also need to submit a **motivation letter** and your **CV**.

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, the director of the institute, the 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 at UPJŠ,
- You can be a part of internationally recognized research teams from the beginning of your studies at the Faculty of Science at UPJŠ, or be a part of the **CSIRT UPJŠ**, team that solves security incidents,
- **Law Clinics Department** provides clinical legal courses at the Faculty of Law at UPJŠ, aiming to educate and perfect students of law in their practical skills,
- Faculty of Public administration at UPJŠ cooperates with **The Ministry of Foreign and European Affairs** and representations abroad, as well as with **other slovak self-governing bodies** that offer internships to students,
- Faculty of Arts at UPJŠ offers **top research laboratories** and **practice in student media**. Students of the faculty publish their own awarded **magazine Univerzál**.

You can also choose from the university offer of other inovative forms of education to support and develop your creativity and potential:

- **certified interdisciplinary courses**,
- course **Creativity, responsibility, and entrepreneurship**, started as the result of international consortium of the **Innochange** project cooperation,
- **international traineeships**,
- **Aurora European Universities Alliance**.



# BOTANICAL GARDEN

**Botanical garden** is a research and education department of UPJŠ in Košice, and the biggest university botanical garden in Slovakia, not only in its size, but by the scope of its collection of specimens. In 2025 it has celebrated its **75th anniversary**, although it became a part of the university in 1964. You can see much **local and exotic flora** in the greenhouses, outside area, and a vast arboretum. Furthermore, **concerts, art exhibitions, and many more cultural events** take place on its premises on a regular basis. It is the perfect place for relaxing, regenerating, studying, or a date. After a pleasant walk you can stop for a coffee at **Botanicafé**. Botanical garden is located at **Mánesova street no. 23**, you can get there quickly from the faculties and departments by foot or by the public transport (Botanical garden stop - tram no. 4 and R4; bus lines no. 12, 18, 19, and 55).



# TRANSPORTATION

There are several ways to get around Košice, from walking, shared scooters and bicycles, taxis, such as Bolt cars, public transport, or your own car. Many faculties and departments of the university are near each other so you can easily go by foot.

Students often use **tram line 6**, which runs from the railway station to the Terasa part of the city (this will take you to the dormitory on Medická Street, and the Faculty of Medicine), **bus line 17** (runs between the train station, the city center – Námestie Maratónu Mieru – 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 month-long 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.



# HEALTHCARE

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. **An automatic external defibrillator (AED)**, which can be crucial in saving lives, is at the entrance hall of the UPJŠ Rector's Office building at Šrobárova 2.

Specialized help can be found in several hospitals in Košice:

**Louis Pasteur University Hospital** - located in two places: **SNP Avenue no. 1** and **Rastislavova Street no. 43 in Košice**, which works closely with the UPJŠ Faculty of Medicine UPJŠ, **Železničná Hospital AGEL Košice**, **Fakultná nemocnica AGEL Košice-Šaca**, **Univerzitná nemocnica Nemocnica svätého Michala**, **Detská fakultná nemocnica Košice**.

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**, as there are three public universities and a private one. For you as a student, this creates an environment for many activities.

Do not forget to use **all discounts** you get as a ISIC card holder.

## Košice offers you...

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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