

**THE UNIVERSITY OF VETERINARY MEDICINE  
AND PHARMACY IN KOŠICE  
SLOVAK REPUBLIC  
and  
NORD UNIVERSITY  
NORWAY**



**JOINT STUDY PROGRAMME BACHELOR IN ANIMAL SCIENCE -  
STUDY SCHEDULE GUIDELINES**

**2015/2016**

**Košice 2016**

**THE UNIVERSITY OF VETERINARY MEDICINE  
AND PHARMACY IN KOŠICE**

**Komenského 73, 041 81 Košice, Slovak Republic**

**ORGANISATION AND STUDY SCHEDULE GUIDELINES  
OF THE UVMP IN KOŠICE**

*2015/2016*

*Košice 2016*

**Title: Organisation and study schedule guidelines of the UVMP in Košice for  
the academic year 2015/2016**

Prepared by: **Katarína Palásthyová, DVM**  
Approved by: **Martin Tomko, DVM, PhD.**

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Renáta Božíková, Ing.  
Katarína Hájovská, DVM, PhD.  
Mario Segurado Benito  
Katarína Szaboová (student of the UVMP)



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Prof. Igor Valocký, DVM, PhD.  
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Prof. Peter Reichel, DVM, CSc.  
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## List of the departments and teachers for foreign studies

*Department of Anatomy, Histology and Physiology*  
*Head of department: Prof. Ján Danko, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Veterinary anatomy and histology – 2nd year	Slávka Flešárová, DVM, PhD.	D. Maženský, DVM, PhD.
Veterinary anatomy and histology – 3rd year	Dávid Maženský, DVM, PhD.	S. Flešárová, DVM, PhD.

*Department of the Environment, Veterinary legislation and Economy*  
*Head of the department: Assoc. prof. Peter Korim, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Veterinary ethics and legislation	Assoc. prof. Jana Kottferová, DVM, PhD.	Assoc. prof. D. Takáčová, DVM, PhD.
Animal hygiene, welfare and behaviour of animals	Gabriela Gregová, DVM, PhD.	K. Veszelits Laktičová, DVM, PhD.
Biomedical statistics and informatics	Ladislav Takáč, Ing., PhD.	

*Department of Epizootology and Parasitology*  
*Head of the department: Assoc. prof. Anna Ondrejková, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Introduction to veterinary epizootology	Prof. Jana Mojžišová, DVM, PhD.	Assoc. prof. A. Ondrejková, DVM, PhD.
Preventive veterinary medicine, sanitation and public health	Prof. Jana Mojžišová, DVM, PhD. Nad'a Sasáková, DVM, PhD.	

*Department of Pharmacology and Toxicology*  
*Head of the department: Prof. Jaroslav Legáth, DVM, PhD.*

<i>Subject</i>	<i>Head of subject/deputy</i>	<i>Other teachers:</i>
Introduction to pharmacology	Peter Váczi, DVM, PhD.	

*Department of General Education Subjects*  
*Head of the department: Valéria Bartková, PhDr.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Latin terminology	V. Bartková, PhDr.	
Slovak language	A. Eibenová, Mgr.	

*Department of Food hygiene and technology*  
*Head of the department: Prof. Peter Turek, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Food safety	Prof. Jozef Nagy, DVM, PhD.	Assoc. prof. P. Popelka, DVM, PhD.

*Department of Chemistry, Biochemistry and Biophysics*  
*Head of the department: Assoc. prof. Zuzana Kostecká, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Biochemistry	Assoc. prof. Zuzana Kostecká, DVM, PhD.	Assoc. prof. D. Heinová, DVM, PhD.

*Department of Microbiology and Immunology*  
*Head of the department: Assoc. prof. Ludmila Tkáčiková, DVM, PhD.*

<i>Subject</i>	<i>Head of subject/deputy</i>	<i>Deputy</i>
Microbiology, immunology, parasitology	Prof. E. Pilipčinec, DVM, PhD.	Prof. J. Pistl, DVM, PhD.

*Department of Pathological anatomy and Pathological physiology*  
*Head of the department: Prof. Zuzana Ševčíková, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Pathological physiology	Prof. Zita Faixová, DVM, PhD.	L. Tarabová, DVM, PhD.

*Department of Nutrition, Dietetics and Animal breeding*  
*Head of the department: Assoc. prof. Pavel Nad', DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
Animal husbandry	František Zigo, DVM, PhD.	Zuzana Farkašová, DVM, PhD.

<b>Breeding of game</b>	<b>Assoc. prof. Peter Lazar, DVM, PhD.</b>	
<b>Animal nutrition</b>	<b>Assoc. prof. Mária Demeterová, DVM, PhD.</b>	
<b>Fish breeding</b>	<b>Lenka Košúthová, DVM, PhD.</b>	P. Košúth, DVM, PhD.

*Clinic of Ruminants*

*Head of the clinic: Prof. Pavol Mudroň, DVM, PhD.*

<i>Subject</i>	<i>Head of subject</i>	<i>Deputy</i>
<b>Basics of laboratory diagnostics</b>	<b>Assoc. prof. Oskar Nagy, DVM, PhD.</b>	
<b>Veterinary clinical sciences</b>	<b>Prof. Gabriel Kováč, DVM, DSc. Ladislav Molnár, DVM, PhD.</b>	

# UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY IN KOŠICE

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## **Rector's office**

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## **Rectorate of UVMP in Košice**

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**Chancellor:** Ľudmila Kundříková, PhDr.

**Controller:** Edita Krettová, Ing.

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Anna Árvaiová, JUDr.  
Zuzana Kováčiková

Jana Szepesiová, JUDr.  
Dana Kúššová  
Natália Slivková  
Tatiana Szitásová



## **Department of Safety and Emergency Management**

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Andrej Behun  
Ladislav Bobál  
Branislav Borgoň  
Ján Dėkanovský  
Igor Fehér  
Marián Gojdič  
Peter Haring  
Marián Kalina  
Rastislav Kentoš, PhDr.  
Anton Kol'vek  
Anton Kol'vek st.  
Dušan Kolumber  
František Kostovčik, Ing.  
Slavomír Kupčo  
Tatiana Lacková, Ing.  
František Markovič  
Ľubomír Mecko  
Štefan Mureko, RSDr.  
Pavol Nagy  
Mikuláš Prokopčák  
Ladislav Ráčz, Ing.  
Valéria Sabóová  
Miroslav Smrčo, Mgr.  
Peter Ščerba  
František Švihura  
František Takács Horňák  
Vladimír Tiňo  
Imrich Tormaši  
Dušan Vojakovič  
Vladimír Krajňák, Ing.

**Bursar:** Róbert Schréter, Ing.

**Bursar's Office:** Silvia Adamíková

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Head of department: Milena Moňoková, Ing.  
Jana Havrilová, Ing.  
Jana Matová  
Júlia Daduľáková  
Natália Gregová  
Emília Rachvalová  
Viera Filipová, Ing.

Mária Perháčová  
Anna Gallová, Ing.  
Gabriela Hollá  
Ingrid Saidová  
Janka Legáthová, Ing.  
Vladimír Petro, Ing.  
Stanislav Matta, Ing.  
Štefan Fedorčák  
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Miroslav Bartko, Ing.  
Darina Chriašteľová, Ing.  
Silvia Hurtuková, Mgr.  
Iveta Macková, Ing.  
Jozef Tóth, Ing.  
Imrich Dancák  
Mária Diškantová  
Imrich Dranga  
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Renáta Gregová  
Karol Gungl  
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Zoltán Majorossi  
Ladislav Mazur  
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František Moňok  
Martina Plichtová  
Mária Ratkošová  
Peter Semeš  
Mária Slivková  
Vladimír Takáč  
Jarmila Tormašiová  
Ján Vendrák

### **Department of Integrated Project Solutions**

Head of department: Tatiana Takáčová, Ing.  
Mária Sitániová, JUDr.  
Bianka Shymanska, Mgr.  
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[www.uvlf.sk](http://www.uvlf.sk)

### Opening hours:

Monday 8,30 – 11,00

Tuesday closed

Wednesday 12,30 – 14,30

Thursday 12,30 – 14,30

Friday 9,00 – 11,00

### Opening hours during the period 15th July – 15th August:

Monday 8,30 – 11,00

Tuesday closed

Wednesday 8,30 – 11,00

Thursday closed

Friday 8,30 – 11,00

**For any formal requests addressed to the Office of foreign studies or to the Rector, please use the Request form available on the UVMP website. The form must be fully completed by pen, legible, signed and dated. We accept emailed Request forms or their hard copies delivered to our office.**

### Coordinator for students with specific needs:

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## *Academic year 2015/2016*

### *Registration day*

February 2<sup>nd</sup> 2016      2<sup>nd</sup> year JSP – **8.30 a.m.**  
Lecture room P/10B - Building N° 10

### *Graduation ceremony*

June 28<sup>th</sup> and 29<sup>th</sup> 2016 for 3JSP in Town Theatre (Opera)

### *Study programme 2015/2016*

**Fall – winter semester:**      September 21<sup>st</sup> 2015 – December 18<sup>th</sup> 2015  
Examination period:      December 21<sup>st</sup> 2015 – February 5<sup>th</sup> 2016

**Spring semester:**      February 8<sup>th</sup> 2016 – May 6<sup>th</sup> 2016  
Examination period:      May 9<sup>th</sup> 2016 – July 14<sup>th</sup> 2016  
August 16<sup>th</sup> 2016 – August 31<sup>st</sup> 2016

### *State examinations and defence of the Bachelor thesis*

**State examinations and defence of the Bachelor thesis** – 7-9<sup>th</sup> June 2016  
**Obligatory date for submitting the Bachelor thesis:** 31<sup>st</sup> March 2016

## **Conditions for completion of study with honors and Rector's Award**

Students will **graduate with honors** if they fulfill all of the following conditions:

- a) achieve average exam results less than 1.50;
- b) have no satisfactory (D) or sufficient (E) exam classification and
- c) state examinations are performed with excellent (A) and/or very good (B) result.

The exam results of elective subjects are not included in the overall average. The Rector may allow the student to request a new examination of the subjects, which was graded satisfactory or sufficient for a maximum of two subjects for the duration of study. Results of state examinations may not be repaired.

Graduates will be awarded with **Rector's Award** if they fulfill all of the following conditions:

- a) achieve average exam results less than 1.20;
- b) complete the state examinations with excellent (A) and/or very good (B) result,
- c) have no satisfactory (D) or sufficient (E) exam classification.

Correction of the exam grades is not permitted. Student who was repeatedly registered in the same study year, may not obtain the Rector's Award. Results of state examinations may not be corrected.

## Other important information

**Payment of the tuition fees:** The registration for the academic year is conditional upon the proof of payment of the university fees. Payment can be made by bank transfer (draft) or by cash to the bank account. Proof of payment should take the form of a payment certificate. Alternatively, tuition fee can be paid in maximum of two equal instalments. The first one is payable prior to the registration day stipulated for the respective academic year. The second one is due for payment prior to the commencement of the spring semester of the respective academic year.

### Pedagogical organisation:

Transfer documents from other universities	20,00
Nostrification of the exams from other universities	35,00
Matriculation and Graduation ceremony	full price
Record of exams	10,00
Students card	20,50
ISIC card stamp	10,00
Insurance	6,60
Additional confirmation about the study apart from the registration	1,00

### Duplicates:

Diploma	20,00
Certification of the State Exams	20,00
Supplement to the Diploma	20,00
Index	10,00
Student's card	17,00

**Insurance:** Each student has to arrange for a medical insurance either in their home country or in the Slovak Republic.

**Accommodation** is available in the Student Dormitory for each student on request. The dormitory is located at the distance of approximately 400 – 500 meters from the campus. Students may have a private phone installed in his/her room for a nominal fee, plus the phone bill. Telephone bills are not included in the accommodation fee. Both must be paid monthly. Meals are being served in the Student Canteen.

<i>Dormitory</i>		<i>Payment/ per month</i>
1.	1 bed room: 1 <sup>st</sup> – 3 <sup>rd</sup> floor	120.00 €
2.	2 beds room: 1 <sup>st</sup> – 3 <sup>rd</sup> floor	85.00 €
3.	Apartment 1	165.00 €
4.	Apartment 2	150.00 €
5.	Apartment 3	130.00 €

# University Library

## Lending room

Contact: Mária Gomolčáková

[gomolcakova@uvlf.sk](mailto:gomolcakova@uvlf.sk)

Monday	9:00 – 13:00	
Tuesday	12:00 – 15:00	
Wednesday	8:00 – 12:00	13:00 – 15:00
Thursday	8:00 – 13:00	
Friday	closed	

## Study room

Monday – Friday	9:00 – 16:00
Tuesday – Thursday	8:00 – 18:00
Friday	8:00 – 15:00
Saturday	9:00 – 18:00

## Specialised literature shop

Contact: Mgr. Marta Novyzedlaková

[novyzedlakova@uvlf.sk](mailto:novyzedlakova@uvlf.sk)

Monday	8:00 – 15:00
Tuesday	8:00 – 15:00
Wednesday	8:00 – 13:00
Thursday	8:00 – 15:00
Friday	8:00 – 12:00

## **Student's clubs**

### **Cynological club**

Cynological club brings together students who are dedicated Staff training dogs. They actively participate in competitions and preparing their dogs to test the performance. Many are dedicated to the breeding and successfully represent UVMP exhibitions. Every year they organize a race for the Rector cup. Instructor training is conducted on campus or Anička areal. Clubhouse is on the first floor of the dormitory UVMP Podhradová 13.

**Tutor:** Peter Smrčo, DVM, PhD.

**Contact:** kk@uvlf.sk

### **Hunting cynology club**

Club brings together students who are dedicated to training hunting dog breeds. Training is conducted in cynological complex of the UVMP. They cooperate with the Special Facility for breeding and diseases of game, fish and bees in Rozhanovce.

**Tutor:** Assoc. prof. Peter Lazar, DVM, PhD.

**Contact:** kpk@uvlf.sk

### **Cynological club DARCO**

DARCO is the club of trainers, breeders and owners of dogs of various breeds and crossbreeds with a focus on training in agility, dog dancing, obedience, canistherapy and rescue from among the students and staff of UVMP.

**Tutor:** Ján Čurlík, DVM, PhD.

**Contact:** kkdarco@uvlf.sk

### **Aqua – Terra club**

Students working in AT Club are dedicated to breeding exotic fish, reptiles and amphibians. AT club premises are on the ground floor dormitory UVMP Podhradová 13. In addition to aquariums and terrariums with many rare species, there are also a breeding mice, guinea pigs and crickets. The hallway and the living room AT club have made many entertaining, but also professional events. Membership in AT club student brings a unique opportunity to learn many things about holding, fixation, but also diseases of exotic animals.

**Tutor:** Ladislav Molnár, DVM, PhD.

**Contact:** aquaterra@uvlf.sk

### **Breeder's club**

Breeding club brings together people interested in farming, breeding and exhibiting rabbits, pigeons, fowl and small rodents with a certificate of origin from among the students and staff of UVMP. Its mission is to create and enhance relationships to breed, breed knowledge and breeding rabbits, pigeons, fowl and small rodents between students and staff, participate in exhibitions of animals of all kinds and thus represent UVMP at home and foreign level.

**Tutor:** František Zigo, DVM, PhD.

**Contact:** chk@uvlf.sk

### **Flora club**

Its members are dedicated to the cultivation of medicinal, ornamental and exotic plants.

**Tutor:** Assoc. prof. Ing. Jarmila Eftimová, PhD.

**Contact:** fk@uvlf.sk



## **Small mammals and exotic birds' breeder club**

The club is an amateur, non-profit and voluntary club of breeders and owners of small mammals and exotic birds from the students and staff of UVMP, whose mission is to create the conditions to meet the interests and needs of their members of husbandry, breeding and treatment of small mammals and exotic birds. Club fulfils its mission by developing and improving particular relation to breeding, knowledge of animal anatomy or ethology between students and supporting professional development of its members, come into contact with common diseases of small animals (often kept in homes), and animal therapy cooperation with experts in the field, especially with employees UVMP, but also other, implementation of temporary care for homeless animals.

**Tutor:** Edina Sesztáková, DVM, PhD.

**Contact:** kchmcev@uvlf.sk

## **Falconry and raptor rehabilitation club**

Falconry and raptor rehabilitation club is an amateur, non-profit and voluntary club of breeders and trainers of birds of prey from among the students and staff of UVMP. The primary objective of the club is to create conditions and provide care for disabled and rehabilitated individual predators that come to clinics and rehabilitation network stations in Slovakia. The clinical treatment is carried out under clinical internships, which increases their attractiveness; students participate in national and international activities. Substantially fills the space of extracurricular activities and relaxing nature parks campus.

**Tutor:** Ladislav Molnár, DVM, PhD.

**Contact:** ksrđ@uvlf.sk

## **Mineralogy club**

Mineralogy Club is an amateur, non-profit and voluntary clubs of students interested in gallery of mineralogy, paleontology, geology, collecting minerals and fossils in the field and further subsequent cleaning, archiving and exposure to mineral collection of UVMP.

**Tutor:** prof. Michal Toropila, RND. CSc.

**Contact:** mk@uvlf.sk

## **Bee breeder's club**

It is a club of bee breeders and other beneficial insects (solitary bees and bumble bees) from the students and staff UVMP in Košice, whose purpose is to create the conditions to meet the interests and needs of its members in the field of bee breeding and other beneficial insects. Club fulfils its mission in particular, it is creating and improving the relationship of students and staff UVMP in Košice and also to bee breeding and other beneficial insects and bee products, building relationships to the nature and promoting of ecological approach to bee breeding.

**Tutor:** Rastislav Sabo, DVM, PhD.

**Contact:** vk@uvlf.sk

## **Sports**

The club “*Slávia*” UVMP has basketball, volleyball, water polo, karate and canoeing teams. The Riding Club has a long tradition. Riding and show – jumping are the main activities.

## **IVSA – International Veterinary Student's Association**

IVSA is an international student organization. Its mission is to create and maintaining contact with students of veterinary universities abroad. UVMP allows students to acquire professional experience abroad, organizes group, exchanges with foreign veterinary universities, inform of international events in other countries, ensures the participation of

students UVMP the student congresses and symposia, and is involved in organizing social and sporting events. IVSA clubhouse is on the fifth floor dormitory UVMP Podhradová 11.

**Tutor:** Marián Prokeš, DVM, PhD.

**Contact:** marian.prokes@uvlf.sk, ivsa@uvlf.sk

## STUDY PLAN for the Joint Study Programme “*Bachelor in Animal Science*”

### 1<sup>st</sup> year – Nord University

Obligatory subjects	Number of credits		Scale				Tutor of the subject
			FS		SS		
			Lecture	Practice	Lecture	Practice	
Aquaculture	10		4	5 (one field trip) e			Assoc. prof. S. Bolla
Chemistry and biophysics	10		7	1e			Assoc. prof. E.S. Egeland
Zoophysiology		10			4	1e	Assoc. prof. T. Kristensen
Ecology and biodiversity	10		4	e			Prof. G.G. Hoarau
Laboratory safety	-		3 (total)	e			Assoc. prof. E.S. Egeland
Genetics and evolution		10			4	1e	Prof. Jarle T. Nordeide
Cell biology and biochemistry		10			4	1e	Prof. M.F. Brinchmann
<i>Amount of credit per semester</i>			30		30		
<i>Amount of credits per academic year</i>			60				
<i>Number of hours</i>			15/1		12/3		
<i>Amount of exams</i>			4		3		

### 2<sup>nd</sup> year - Nord University and University of Veterinary Medicine and Pharmacy in Košice

Obligatory subjects	Number of credits		Scale				Tutor of the subject
			FS		SS		
			Lecture	Practice	Lecture	Practice	
Microbiology I.	10		4	2e			Assoc. prof. I.N. Vatsos
Histology and embryology	10		4	2e			Assoc. prof. I.N. Vatsos
Molecular cell biology	10		4	1e			Assoc. prof. M. F. Brinchmann
Microbiology, immunology		5			2	2e	Prof. Emil Pilipčinec, DVM, PhD.
Parasitology		5			3	2e	Assoc. prof. Z. Kostecká, DVM, PhD.
Biochemistry		5			3	2e	Assoc. prof. Z. Kostecká, DVM, PhD.
Latin terminology		3			0	2e	Valéria Bartková, PhD.
Veterinary ethics and legislation		3			0	2e	Assoc. prof. J. Kottferová, DVM, PhD.
Animal husbandry		4			2	2e	F.Zigo, DVM, PhD.
Veterinary anatomy and histology		7			2	3e	S.Flešárová, DVM, PhD.
<b>Compulsory optional subjects</b>							
Slovak language		3			0	2e	A.Eibenová, Mgr.
Breeding of game		3			2	2e	Assoc. prof. P.Lazar, DVM, PhD.
<i>Number of credits</i>			30		27 (30)		
<i>Number of credits per academic year</i>			57 (60)				
<i>Number of hours</i>			12/5		9(11) / 13(15)		
<i>Number of exams</i>			3		6(7)		

### 3<sup>rd</sup> year - University of Veterinary Medicine and Pharmacy in Košice

Obligatory subjects	Number of credits		Scale				Tutor of the subject
			FS		SS		
			Lecture	Practice	Lecture	Practice	
Veterinary clinical sciences	4	3	1	2c	1	2e	Prof. Gabriel Kováč, DVM, DSc. L.Molnár, DVM, PhD.
Animal nutrition	4		2	2e			Assoc. prof. M. Demeterová, DVM, PhD.
Animal hygiene, welfare and behaviour of animals	5		2	2e			G.Gregová, DVM, PhD.
Introduction to veterinary epizootology	5		2	2e			Prof. J.Mojžišová, DVM, PhD.
Introduction to pharmacology	4		2	2e			P.Váczi, DVM, PhD.
Veterinary anatomy and histology	5		2	3e			D.Maženský, DVM, PhD.
Fish breeding		5			2	2e	L.Košúthová, DVM, PhD.
Preventive veterinary medicine, sanitation and public health		4			1	2e	Prof. J.Mojžišová, DVM, PhD. N.Sasáková, DVM, PhD.
Food safety		5			2	2e	Prof. J.Nagy, DVM, PhD.
Biomedical statistics and informatics		3			2	2e	L.Takáč, Ing., PhD.
Bachelor thesis		5					
State exam		5				SE	
<b>Compulsory optional subjects</b>							
Pathological physiology	3		2	2e			Prof. Z.Faixová, DVM, PhD.
Basics of laboratory diagnostics		3			2	2e	Assoc. prof. O.Nagy, DVM, PhD.
<i>Number of credits</i>			27 (30)		30 (33)		
<i>Number of credits per academic year</i>			57 (63)				
<i>Number of hours</i>			11(13) /13(15)		8(10) / 10(12)		
<i>Number of exams</i>			<b>5(6)</b>		<b>5(6)</b>		

**Abr.:**

- FS - Fall semester
- SS - Spring semester
- e - exam
- c - credit



# **University of Veterinary Medicine and Pharmacy in Košice**

## **Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice**

Internal Regulation No. 2

**In agreement with the Act. No. 131/2002 of the Civil Code on Higher Education and  
on Changes and Supplements to some Laws and approved by the Academic Senate  
of the University of Veterinary Medicine and Pharmacy in Košice on August 15<sup>th</sup>  
2013**

## **PART I**

### **General provisions**

#### **Article No. 1**

##### **Introductory provisions**

1. Study Guidelines (“SG” hereinafter) of the University of Veterinary Medicine and Pharmacy (UVMP) in Košice constitute an Internal Regulation No. 2 of the UVMP which specifies the rules that apply to the studies within accredited study programmes at the UVMP.
2. SG of the UVMP in Košice are obligatory for all students, university teachers and other personnel that participates in the education process at the UVMP.

#### **Article No.2**

##### **Levels and forms of study at the UVMP, standard length of the study**

1. Higher education at the UVMP in Košice is provided at three following levels in the accredited study programmes (SP):
  - the first level: bachelor study programmes,
  - the second level: master study programmes,
  - combined first and second level: doctoral study programmes and master study programme,
  - the third level: postgraduate study programmes.
2. The study programmes at the UVMP have standard length according to the relevant accreditation. The length was determined as follows:
  - a) study programmes of the first level (bachelor study programmes) – three years (6 semesters),
  - b) study programmes of the second level (master study programmes following the bachelor study programmes) – two years (4 semesters),
  - c) combined first and second level study programmes (doctoral study programmes) – six years (12 semesters),
  - d) combined first and second level study programme (master study programme) – five years (10 semesters),
  - e) study programmes of the third level (postgraduate study programmes), full- time form four years; the external form five years.
3. The graduates of the bachelor study programmes of university studies are awarded the academic degree “bachelor” (“Bc.”); the graduates of the master study programme of the combined first and second level are awarded the academic degree “magister” (“Mgr.”); the graduates of the doctoral study of the combined first and second level are awarded academic degree “doctor of veterinary medicine” („DVM“); the graduates of the postgraduate study programme of the third level are awarded the academic degree “doctor” („philosophiae doctor”, abbrev. “PhD.“).
4. Education at the UVMP takes place in two forms, the daily form and external form (attendance method).
5. The daily form of study is organised in such a way, that the recommended curriculum according to the study programme corresponds with the extent of 1500 – 1800 hours of student work per academic year, including self study and creative activities.

6. The external form of study is organised in such a way, that the recommended curriculum according to the study programme corresponds with the extent of 750 – 1440 hours of student work per academic year, including self study and creative activities.

## **PART II**

### **Article No. 1**

#### **Basic conditions for admission to studies**

1. The basic condition for admission to bachelor study or combined first and second level of higher education studies is completion of full secondary education or full specialised secondary education.
2. The basic condition for admission to the study programme of the second level of higher education studies is completion of the first level of higher education studies or other higher education of the second level. The total sum of credits gained for the completion of previous higher education studies and credits needed for completion of studies the student is applying to must be at least 300.
3. The basic condition for admission to postgraduate studies is completion of the second level (higher education) study programme or combined first and second level higher education programme.

### **Article No. 2**

#### **Additional conditions for admission to studies**

1. The applicant shows his/her interest in the study at the UVMP by handing in the application form.
2. The application form must contain:
  - a curriculum vitae,
  - an authenticated photocopy of the school-leaving certificate,
  - a medical certificate confirming the applicant's ability to study at the UVMP,
  - a receipt for the payment of the application fee.
3. The deadline for the receipt of applications by the UVMP is the 15<sup>th</sup> March of the calendar year. The UVMP allows the applicants to submit their application also in electronic form without certified electronic signature using an information system that allows the applicant to check whether his/her application has been registered in the information system, starting from the date of its submission till the admission deadline. The applicant who used the electronic application is required to send it also by regular post together with documents specified in paragraph 2 of this Article.
4. The applicant for postgraduate study is required to fill in an application form issued by the Ministry of education, science, research and sport of the Slovak Republic ("MESRS of SR"). The application must be delivered before the deadline announced by the UVMP.
5. Should any information on the application form be missing, incorrect, incomplete or unattested, the Office for Foreign Studies of the UVMP will ask the applicant to correct or complete the details within 10 working days. Should the applicant fail to complete the forms as required within the given time, the UVMP will not include him/her in the list of applicants and will inform him/her accordingly.



6. The applicant must submit at the entrance examination:
  - his/her invitation,
  - his/her identity card,
  - an authenticated photocopy of his/her school-leaving certificate.
7. If entrance examination is part of the admission procedure, a specific form of entrance examination will be determined for the applicant with specific needs, based on his request and evaluation of his specific needs.

### **Article No. 3**

#### **Admission procedure of the UVMP**

1. The admission procedure is a process that allows the applicant, who complied with the specified admission conditions, to become a student of the selected study programme at the UVMP. The applicant, who didn't comply with the basic admission conditions during the time of admission procedure, can be accepted to studies conditionally but she/he is bound to give a proof of compliance with the basic admission conditions not later than on the date of registration to study.
2. Admission of an applicant to the studies at the UVMP is conditional upon the applicant's fulfilling the respective admission conditions that include passing the entrance examination.
3. Candidates for the study in the respective study programmes will be listed in descending order, according to the points scored.
4. An applicant who has been excluded from the UVMP because he/she failed to fulfil conditions for continuation of study and was repeatedly admitted to the studies at the UVMP in the same study programme, may apply for recognition of exams which he/she had passed. On the basis of written application for accrediting the passed exams, submitted not later than 15 days after accepting the decision on repeated admission to the study, the Rector can accredit the exams passed during the previous study of the same study programme provided that no more than five years elapsed from completion of the respective course.
5. An applicant with specific needs can apply for consultations before the entrance examination with the co-ordinator for the applicants with specific needs.
6. Before the onset of admission procedure to postgraduate study, the UVMP announces topics of postgraduate (dissertation) thesis for which the candidates can apply within the admission procedure. A tutor is assigned for each topic.
7. A candidate for postgraduate study has to apply for one of the announced topics.
8. Should the candidate for postgraduate study select a topic announced by external education institution, the respective external institution must agree with his/her admission.

### **Article No. 4**

#### **Admission board and announcement of the entrance exam results**

1. The Rector appoints an Admission board as his advisory body to judge the applicant's suitability for study at the UVMP. The Rector proposes the number of students to be admitted to the first year for approval by the Academic Senate (AS).

2. Decision on admission or non-admission is made by the Rector, following recommendations by the Admission board, which evaluates the applicant's suitability for the study.
3. A scrutinising committee is appointed and withdrawn ad hoc for the academic year in which the admission procedure takes place to check the results of the entrance examinations.
4. The examination results will be made public every day during the entrance examinations on the UVMP web site ([www.uvlf.sk](http://www.uvlf.sk)) through an Academic Information System ("AIS") link.
5. Results of admission procedure will be announced on the UVMP web site through the AIS link on the day of the Admission board session, or within 5 working days after the completion of admission procedure at the UVMP. The results will be sent by registered letter to every applicant within 30 days of verification of satisfying the conditions for admission to the studies. Decision on the result of admission procedure must contain a statement, justification and instruction on the possibility to appeal the decision.
6. The non-admitted applicant has the right to apply for decision review within 8 working days from the date of receiving the decision. The Rector may approve the application in case he ascertains that the decision was issued in contradiction to the law or internal regulations or conditions specified in § 57, Clause 1 of the Act No. 131/2002 of the Code on higher education institutions and changes and supplements to some laws as amended ("Act" hereinafter). Otherwise the application is forwarded to the AS. The AS changes the decision if it was issued in contradiction to the law or internal regulations or conditions of the Act. Otherwise the application is dismissed and the former decision confirmed. The decision of the AS is final. The general legal provisions on administrative procedure do not apply to review of the decision on non-admission. Response on decision review must be sent to the applicant within 30 days from the delivery of his/her appeal to the UVMP.
7. The non-admitted applicant has the right to ask the Rector in writing to review his/her tests in the presence of the Vice-rector for Foreign Studies and the competent teacher within 8 days from receiving the decision on non-admission.
8. The UVMP has the right to ask the accepted students whether they intend to enrol for the study. The candidate is obliged to present such information before the beginning of the academic year (September 1<sup>st</sup> of the calendar year).
9. Should the accepted candidate express in writing his/her disinterest in the study at the UVMP or fail to respond within the specified time, he/she forfeits the right to enrol for the study in the respective study programme and the Rector reverses his decision about the non-admitted student highest on the list of points scored and issues a new decision about admittance of this student to the UVMP.
10. The entrance examination for postgraduate study takes place in front of the Admission board appointed by the Rector. Should the candidate select a topic announced by external education institution, the examination (§ 54 Clause 7 of the Act) takes place in front of an Admission board consisting of representatives of the UVMP and members appointed by the director of the respective external education institution. Upon agreement of the external education institution, the entrance examination can take place on the premises of this institution with participation of representatives of the UVMP.

**Article No. 5**  
**Academic year and its organisation**

1. The academic year starts on September 1<sup>st</sup> of the current year and ends on August 31<sup>st</sup> of the following year.
2. The time-table of the studies for the following academic year is determined by the Rector after discussion at the session of the Management of the UVMP.
3. The study in one academic year is divided to two semesters. Each semester consists of the education part and examination period.
4. The education in individual semesters lasts 13 weeks.
5. Examination period:
  - a) *examination period for the winter semester* – starts in the 14<sup>th</sup> week from the beginning of instruction, lasts at least 7 weeks, and ends before the beginning of the spring semester,
  - b) *examination period for the spring semester* – starts in the 14<sup>th</sup> week from the beginning of instruction and lasts till July 14<sup>th</sup>. Then it continues from August 16<sup>th</sup> and ends at the end of the academic year, i.e. on August 31<sup>st</sup> of the respective calendar year when a student can take his/her examinations also for the winter semester,
  - c) *examination period during major summer holidays* – no examinations are held during major summer holidays between July 15<sup>th</sup> and August 15<sup>th</sup> as this period is reserved for holidays of the university personnel.
6. The time-table of education for the block system of instruction can be adjusted in different way by the Rector of UVMP subject to discussion at the session of UVMP Management.
7. In September, the first year students of all study programmes will attend an *Introduction to the study at the UVMP* and a field practice according to respective study plans in order to become acquainted with the issues relevant to their studies at the UVMP.

**Article No. 6**  
**Education activities and their organisation**

1. The basic forms of instruction are lectures, seminars, practical lessons, bachelor, diploma and dissertation thesis, short-term training, field and specialised practice and clinical practice.
2. Lectures are given by professors and associate professors, and the selected parts of the syllabus are also taught by senior lecturers and well-known experts from scientific institutions, field practice and from abroad.
3. Seminars are conducted by professors, associate professors, senior lecturers, lecturers and experts from scientific institutions and field practice.
4. Practical lessons and short-term training are conducted by professors, associate professors, senior lecturers, lecturers and experts from scientific institutions and field practice.
5. Active attendance of students in direct instructions is mandatory in the extent determined by the guarantor of the study subject.

**Article No. 7**  
**Study programme and study plan**

1. The study programme is a set of education activities and regulations compiled in such a way that successful completion of these education activities at complying with specified regulations allows the student to obtain higher education. Guarantor of the study programme is responsible for preparation and implementation of the respective study programme.
2. A part of the study programme is a recommended study plan that is arranged in such a way that by its completion the student fulfils conditions for successful conclusion of studies in a standard length.
3. The study plan defines the content and extent of study of individual study programmes.
4. The study plan determines the list of subjects according to years and semesters, the basic forms of instruction and the number of instruction hours in a week and semester and the number of credits in the credit system of study. The study plan also specifies for which subject in which year and semester the credits, graded credits and examinations are required.
5. The study plans, number of hours of lectures, seminars, practical lessons, short-term training and length of field practice are discussed and commented by the AS and approved by the Scientific Board (SB) of the UVMP.
6. Those changes in the study plans that do not alter their content and extent are approved by the Rector and are subject to discussion at the UVMP Management session.
7. On the basis of a written request, the Rector can provide an individual study plan for a student with specific needs taking into consideration his/her specific needs.
8. The individual study plan involves organisation and length of study.
9. The individual study plan is developed by the student in accordance with the study schedule guidelines and guarantor of the subject.
10. The Rector can appoint tutors for individual study programmes. The role of the tutor is:
  - a) to inform students about the structure of the respective study programme and possibilities of selection of subjects and to provide consultations regarding development of their personal study plans,
  - b) to call attention of the Management of UVMP in Košice to potential problems related to the education process,
  - c) to collaborate with the Office for Foreign Studies when resolving the respective study affairs of students of the UVMP in Košice.

**Article No. 8**  
**Study programme subjects**

1. The study programme comprises individual study subjects. Each subject consists of one unit of the study programme or group of units oriented on providing education in the defined area (lecture, seminar, practical lesson, field practice, specialised and clinical practice, short-term training, and similar). The respective forms and their proportion are determined by the study schedule.
2. Each subject is assigned a code and name. Basic data about the character of each subject are provided in the respective subject information letter. The guarantor of each study subject is obliged to prepare and regularly update the respective information letter, enter it into AIS and disclose it to students.

3. The subjects included in the study programme are divided, according to their obligatory force, as follows:
  - a) obligatory – successful completion of part of the study or entire study programme is conditional upon successful completion of these subjects,
  - b) obligatory optional – successful completion of part of the study or entire study programme is conditional upon completion of predetermined number of these subjects according to student's selection, within the structure determined by the study schedule,
  - c) optional – the remaining subjects the students can enrol in to supplement their study and to earn sufficient number of credits in the respective part of study.
4. Subjects included in the student's study plan are divided as follows:
  - a) subjects not linked-up to other subjects – enrolment in such subjects is not conditional on previous completion of other subject(s),
  - b) subjects linked-up to other subjects – enrolment in such subjects is conditional on previous completion of other subject(s).
5. State examinations are considered subjects.
6. Final thesis, i.e. bachelor or diploma thesis, is part of every study programme and together with Defending of the thesis is considered one subject. Defending of the thesis is considered a State examination and is graded and allocated a credit.

**Article No. 9**  
**Programme of education activities**

1. The head of Department or Clinic is responsible for development of programmes of education activities for all subjects guaranteed by the teachers from the respective Department or Clinic.
2. Programmes of education activities for each subjects contain particularly the following:
  - content and time-table of education according to the syllabus, with names of the teachers participating in teaching
  - requirements for passing the exams including the questions (or areas of questions) and conditions for granting the credits – this information must be made available to students in the first week of study of the respective subject,
  - conditions of attendance and accrediting practical lessons,
  - plan of consultations and ways of compensation for lessons missing during the semester and examination period, agreed upon by the students,
  - determination of conditions for the partial exam that is not mandatory.
3. The Vice-rector for Foreign Studies in collaboration with the Commission for field and specialised practice and short-term training shall prepare a schedule of practice and training, conditions for their accrediting and compensation possibilities.
4. Guarantors of the study subjects and State exam subjects are appointed by the Rector upon the proposal of the head of the respective Department or Clinic from among professors, associate professors and senior lecturers. Upon the proposal of the guarantor of the study subject or State exam subject, approved by the head of the Department or Clinic, the Rector appoints deputy of the guarantor of the study subject or State exam subject and a teacher who can examine students in case of absence of the guarantor of the study subject or State exam subject.
5. Supervisors of field, specialised and clinical practice and short-term training are appointed by the Rector upon the proposal of the Vice-rector for Foreign Studies.

**Article No. 10**  
**Credit system of study**

1. Organisation of all levels and forms of higher education at the UVMP in Košice is based on a credit system which enables, by means of credits, to evaluate the student's workload related to individual units of the study programme in accordance with regulations set by the study programme.
2. Credits are numerical values allocated to units of the study programme based on the quantity of work needed for their successful completion. The standard student workload throughout the academic year is assessed as equal to 60 credits, 30 credits for one semester. For successful completion of bachelor study of the first level of higher education the student must earn minimally 180 credits. To complete successfully the doctoral study of the combined first and second level of higher education a minimum of 360 credits is required and for the master study of the combined first and second level of higher education a minimum of 300 credits must be earned. For successful completion of master study of the second level of higher education it is necessary to earn a minimum of 120 credits and for the completion of postgraduate study of the third level a minimum of 240 credits is required.
3. The student is awarded credits after successful completion of respective units of the study programme. Credits for each respective unit can be awarded only once throughout the study.
4. Credits awarded for completion of all individual units of the study programme are summarised. One of the conditions for continuation with the study is earning the required sum of credits determined by the study programme.

**Article No. 11**  
**Year tutor and study group tutor (YT and SGT)**

1. Year tutors (YT) and study group tutors (SGT) are appointed by the Rector upon recommendation of the Vice-rector for Foreign Studies only for the first year of studies.
2. The main duty of the YT and the SGT is to help the students to cope with the transition from the secondary to higher education system of studies, to supervise professionally the field practice and to provide consultations regarding the credit system of studies.

**Article No. 12**  
**Student's documents**

1. Student's documents include the following:
  - student's identity card (student's ID)
  - student's study book (the so-called „INDEX“),
  - transcript of study records.
2. The student's identity card (student's ID) is a document confirming the student's legal status entitling to use student rights and advantages resulting from law, internal regulations of the higher education institution and agreements with other legal entities. Such a document also serves as a record of registered data. The student's ID card is issued upon enrolment of the student in the student register. It is issued by the UVMP by course of § 67 Clause 2 of the Act, the costs covered by the student.

3. The student's study book (INDEX) is a document in which especially units of individual study programme (§ 51, Clause 2 of the Act) and results of examinations or study achievements are recorded. It is issued by the UVMP, the costs covered by the student.
4. The use of student's study book (INDEX) is mandatory.
5. The transcript of study records contains information on study duties fulfilled by the student within his/her course of study. It is issued on the basis of student's written application in Accordance with § 67 Clause 5 of the Act, the costs covered by the student.

### **Article No. 13**

#### **Registration of students**

1. Only after being registered, the students are eligible to attend all forms of instruction, receive credits and graded credits and take examinations. The Office for Foreign Studies performs the registration and checks the correctness of the recorded subjects.
2. The Rector of the UVMP determines the date, place and way of registration after discussion at the session of UVMP Management.
3. After the registration to the university study, the student is obliged to give the academic promise. The promise is given at the „Matriculation ceremony“.
4. According to § 59, Clause 3 of the Act, the candidate who gives negative answer to the enquiry of UVMP whether he/she plans to enrol for the study or who fails to respond to this enquiry within the specified time, forfeits the right to enrol for the study. According to § 59, Clause 1 of the Act, the applicant who was accepted to studies conditionally forfeits the right to enrol for the study if he don't give a proof of compliance with the basic admission conditions before the date of registration to study.
5. Should the student fail to appear for registration before the following period of study or fail to appear for repeated registration after interruption of studies, the UVMP summons the student in writing to come for registration within 10 working days following delivery of the summon.
6. Should the summoned student fail to appear for registration within the specified time or fail to apply for extending the specified period because of health problems which prevented him/her to appear for registration on the given date, the day before which the student was obliged to enrol for the following period of study, or register repeatedly is considered as the date of his/her withdrawal from the study.
7. A student becomes the student of the respective third level study programme (postgraduate study) on the date of registration which is announced by the Rector.

### **Article No. 14**

#### **Enrolment in subjects and their completion**

1. By enrolling in study subjects (hereinafter referred to as subjects) the student determines which portion of his/her duties, prescribed by the study programme, he/she intends to complete in the following academic year of study.
2. The student enrolls subjects in such total credit value and of such type (obligatory, obligatory optional and optional) so that he/she is able at every stage of study control to satisfy criteria for continuation of the study.

3. The student is obliged to create an enrolment list in AIS for the respective academic year and enter in the list all subjects according to the study plan of the respective study programme for the given academic year.
4. An obligatory subject can be enrolled once more after the student failed to complete it. After repeated enrolment of the subject the student must participate again in all practical lessons. Failure to complete the repeatedly enrolled subject results in exclusion of the student from the studies.
5. The obligatory optional subject, enrolled but not completed by the student, can be enrolled once more or replaced by another subject from the list of obligatory optional subjects. After repeated enrolment of the subject the student must participate again in all practical lessons. Failure to complete the repeatedly enrolled subject results in exclusion of the student from the studies.
6. The optional subject enrolled but not completed can be enrolled once more or can be replaced by any other optional subject, or in case of accumulation of the prescribed number of credits, the student is not required to enrol any optional subjects. After repeated enrolment of the subject the student must participate again in all practical lessons. Failure to complete the repeatedly enrolled subject results in exclusion of the student from the studies.
7. The condition for providing instruction in any obligatory optional or optional subject is enrolment of minimally five students. The maximum number of students is determined by the Vice-rector for Foreign Studies together with the guarantor of the subject, based on the capacity of the respective department/clinic.

#### **Article No. 15** **Credit**

1. In case of the subject for which the study plan requires a credit, the student has to earn the credit to be able to sit an exam.
2. The way of accrediting the unit of instruction is determined by the guarantor of the respective subject in accordance with Article 6, paragraph 7 of these Study Guidelines and announced in writing in the first week of teaching the subject.
3. The way of accrediting the practical lessons, bachelor, diploma and dissertation thesis, seminar, practice and short-term training is determined by guarantor of the subject, tutor of bachelor, diploma or dissertation thesis or supervisor of practice or short-term training, respectively.
4. The credit is granted by the guarantor of the subject, usually after the last lesson of the semester.
5. The granted credit is registered in the Record of study. Granted and not granted credits are entered by teacher in AIS and the printed and signed Record of study is sent to the Office for Foreign Studies.
6. Should a student fail to earn credit in the regular term, the teacher can grant him/her maximally two repeat terms to comply with conditions for earning the credit.
7. If for health or other reasons (e.g. representing the institution) the student cannot appear for an alternative date for awarding the credit, the guarantor of the subject can give him/her another alternative date, usually before the end of the third week from the beginning of semester.
8. A student has to earn the credits prescribed for the winter semester not later than one week before the start of the following spring semester. The student who failed to earn the



credits for winter semester does not comply with the conditions for passing to the spring semester and shall be excluded from the study. Credits for the spring semester must be earned before the end of the academic year (August 31<sup>st</sup> of the respective year).

#### **Article No. 16** **Compensation for lessons missing**

1. Conditions for compensation of missed direct instructions are determined by the guarantor of the subject or supervisors of practice or short-term training according to Article 6, paragraph 7 of these Study Guidelines. The student can miss 3 lessons from each respective subject in one semester, of that one can be missed without compensation (subject to recognition of the guarantor of the subject) and for the remaining two he/she must compensate, usually in the first three weeks after the end of semester, but at the latest before the beginning of teaching in the next semester. The student may be given at most two compensatory dates for completing two missing lessons and seminars from each subject. In questionable cases, the Vice-rector for Foreign Studies decides about accrediting the lessons. The student who has missed more than 3 lessons from one subject is not entitled to be granted the relevant credit.
2. In case of long-lasting disease, study visit outside the UVMP, representation of the UVMP, or other serious reasons, the Rector can decide individually about the possibility of compensation after the approval of the UVMP Management.
3. Attending the lesson or seminar in the same week with another study group is not regarded a compensation for the missing lesson. A student is allowed to attend the lesson with another study group provided that this is approved by the teacher who conducts practical lessons with respect to capacity, material and other conditions objectively limiting this possibility.

#### **Article No. 17** **Graded credit**

1. Graded credit is one of the principal forms of study control.
2. Graded credit is granted to students who satisfy the requirements announced at the beginning of the semester. The following rules apply when granting the graded credit:
  - a) the form and granting the credit is in the competence of the guarantor of the subject,
  - b) the way of granting the graded credit must not acquire the character of examination,
  - c) the grade scale is the same as that used in examination,
  - d) graded credit is earned by the student who completed the required extent of instructions within the respective study subject before the end of the academic year,
  - e) should the student fail to earn the graded credit in the regular term, the teacher can grant him maximally three repeat terms to earn it, but not later than before the end of the examination period for the given semester.

#### **Article No. 18** **Examinations**

1. The knowledge of the student in each relevant subject and his ability to apply creatively theoretical knowledge in evaluation of practical tasks are tested at the examinations.
2. The examinations are as follows:

- written,
  - oral,
  - oral and written,
  - oral and practical,
  - written and practical.
3. All examinations are open to public.
  4. Students are examined or re-examined by professors and associate professors who have taught the subject. In specific cases, they are examined also by senior lecturers appointed by the Rector, after being nominated by the head of the respective Department or Clinic.
  5. The student is obliged to apply/register for the exam in an electronic form in AIS. He/she can cancel the registration no later than five days before the examination date without losing the exam term.
  6. The examination is conducted in one day. Oral examination should not last more than 30 minutes.
  7. Students are evaluated according to Article 20 of these Study Guidelines.
  8. The examiner records the result of examination in the Examination register together with the date and his/her signature. The grade *failed* is not recorded. Then he/she enters results of all examinations including the grade *failed* into AIS and sends the printed and signed Examination register to the Office for Foreign Studies.
  9. If a student cannot sit the examination at the registered term, he/she must ask to be excused by the examiner in advance. In especially serious cases, usually those of health problems, the student can be excused for his/her absence from the examination, but not later than 5 days after the examination date, by submitting a respective document. Excuses are verified by the examiner and in questionable cases by the Vice-rector for Foreign Studies. If the student's absence is not excused or the student withdraws from the examination, he/she is given the grade *failed*.
  10. In reasonable cases, based on application of the student or request of the guarantor of the subject, the Vice-rector for Foreign Studies may appoint a commission for the examination or re-examination of the student. The guarantor of the subject acts as the chairman of the commission.
  11. Examinations are held on dates scheduled by the guarantor of the head of the respective subject before the end of the instructions in the respective semester. The total number of exams including repeat exams is determined according to the following scheme: total number of students that have enrolled in the subject/maximum number of students that can register for the exam (for example 8, 10, 12, 15 students, etc.) multiplied by coefficient 1.5. Exams should be uniformly distributed throughout the examination period with a minimum of five exam terms for the whole examination period.
  12. For taking examinations in subjects that terminate by the final subject exam in winter semester, the guarantor of the study subject is obliged to give at least one exam term per every three weeks during the spring semester, taking care not to disturb the regular instruction.
  13. For taking examinations in subjects that terminate by the final subject exam in winter semester, the guarantor of the study subject is obliged to give at least one exam term per every three weeks also during the regular examination period of the spring semester.
  14. The guarantor of the subject is required to inform the students about exam results on the day the examination is held in case of oral examination, and within 24 hours or on the following working day in case of written examination, and to enter the result immediately into AIS.

15.A student can improve the examination grade no later than before the end of the respective academic year.

**Article No. 19**  
**Re-examination**

1. Should a student does not pass an examination taken at the regular term, he/she may take two re-examinations in the subject.
2. For this purpose the student may use any of the examination terms.
3. The student has the right to take an exceptional third re-examination (TRE) in 2 subjects within two academic years. For this purpose the Vice-rector for Foreign Studies appoints examination commission made up as a rule of 3 teachers of related subjects. The guarantor of the examined subject acts as chairman of the commission.

**Article No. 20**  
**Evaluation of study results**

1. Evaluation of student's performance within respective study subjects is carried out particularly by:
  - a) continuous checking on student's study during the instruction period (control questions, written tests, assignments for individual work, semester papers, seminar reports and similar),
  - b) examination for the respective period of study.
2. The principal forms of study control are credit, graded credit, examination and final examination.
3. Completion of the subject is evaluated by awarding a grade. The grade reflects the quality of acquired knowledge or skills in accordance with the subject aim, stated in the subject information letter.
4. Grades are awarded according to a six-point grading scale:

<i>Grade</i>	<i>Name and characteristic of the grade</i>	<i>Number of acquired points or percentage (%) of demonstrated knowledge</i>	<i>Mark (numerical value of grade)</i>
<b>A</b>	<b>Excellent</b> (excellent performance)	91 – 100 %	1
<b>B</b>	<b>Very Good</b> (above average performance)	81 – 90 %	1.5
<b>C</b>	<b>Good</b> (average performance)	71 – 80 %	2
<b>D</b>	<b>Satisfactory</b> (satisfactory performance)	61– 70 %	2.5
<b>E</b>	<b>Sufficient</b> (performance meets the minimum criteria)	51 – 60 %	3

<b>FX</b>	<b>Fail</b>	50 % and less	4
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5. Students earn credits only by successful completion of the subject. In case of subject ending by a graded credit or exam, they are successfully completed when the student's performance is evaluated by one of the grades from A to E.
6. The non-graded credit is awarded by the guarantor of the subject who enters it into the student's study book (INDEX) as "credit" (without earned percentage of points) and into AIS.
7. A student can sit an exam only after earning the non-graded credit.
8. The condition for successful passing of an exam conditioned by a non-graded credit and thus earning the credit for the exam is obtaining at least 51% of points allocated to the non-graded credit and the exam. Each student can sit an exam and obtain a maximum of 100% of points. If both the non-graded credit and exam is requested for the subject, the division of percent of points among the credit (continuous checking on student's study during the semester) and exam is in the competence of the guarantor of the subject but it must comply with the rule that minimum of 20% and maximum of 40% points can be allocated to the credit. The total evaluation of the student is based on the sum of points earned at examination and awarded by credit. If the student earns at least 51% of allocated points, the examining teacher enters the examination result into the student's study book (INDEX). Performance of students at the exam is evaluated by grades according to paragraph 4 of this Article.
9. The examining teacher must inform the student about result of the exam. The grade and percentage of points is entered into the student's study book by the guarantor of the subject. Grade "FX fail" is not entered into the study book. As a rule, the exam result is entered to AIS by the examiner.
10. The course and form of examination and the graded credit are presented in Articles 17 and 18 of this Internal Regulation.
11. Weighted study average is used to evaluate the overall study results of individual students. It is calculated by summarising the products of the number of credits and numerical evaluation of the grade for each individual subject enrolled by the student for the evaluation period. The sum is then divided by the sum of credits awarded for the given period. The calculation is carried out according to the following formula:

$$Vp = \frac{\sum_{i=1}^n Zi \times Ki}{\sum_{i=1}^n Ki}$$

where  $Z_i$  is the numerical value of the subject  $i$ ,  $K_i$  is the number of credits allocated to the subject  $i$  and  $n$  is the number of subjects evaluated by credits and grades. The weighted average is reported using two decimal places.

12. For the subjects enrolled but not completed, grade 4 (FX) is used in the calculation. The non-graded subjects are not included in calculation of the weighted study average.

**Article No. 21**  
**Conditions of registering for the following year of study**

1. Registering of students for the following year of study is conditional upon earning the minimal number of credits required by the study plan of the respective study programme.
2. A student can enrol in the subject of the study plan linked up to other subjects provided that he/she successfully completed the respective subjects.
3. A student passes to the following year of study if he/she earned all credits, passed all examinations and obtained the number of credits requested for the respective year of study before the end of the academic year (i.e. not later than on August 31<sup>st</sup> of the respective year).
4. The student who failed to comply with the conditions for registering to the following year of study and earned in the given academic year not less than 51% of the allocated credits can register again into the same year of study. The student who earned less than 51% of the allocated credits in the given year of study is excluded from the study.
5. A student can apply in writing for repeated registration, but not later than on 15<sup>th</sup> September of the respective academic year.
6. At the repeated registration, only the successfully completed subjects are recognized (i.e. the subjects with earned credits – exams and non-graded credits).
7. A student is entitled to all re-examinations according to the Article No. 14 also when registering repeatedly for the study year.
8. During the studies within one level of study the student can register repeatedly twice for the same year of study. During the bachelor study, the student can register repeatedly only once. During the entire doctoral and master study, the student can register repeatedly twice for the same year of study.
9. The student registering repeatedly for a study year enrolls in all uncompleted subjects. This is considered second enrolling in the respective subjects.
10. A student can submit a written application for recognition of a subject completed at another higher education institution where he/she passed an exam and earned the credits. Recognition of credits in the extent determined by the study programme is in the competence of the Vice-rector for Foreign Studies upon comment of the subject guarantor. The student must submit the application no later than in the second week of the semester in which he/she should study the subject. The application must also include an information letter about the completed subject on the basis of which the student applies for its recognition. Only the subjects completed not earlier than six years ago can be recognized. Acceptance of a student for the respective year of study can be conditional on completion of differential subjects. This is in competence of the Vice-rector for Foreign Studies. The differential subjects cannot be repeated.
11. A postgraduate student enrolls in obligatory or obligatory optional and optional subjects approved in the individual study plan. For passing from the first to the second year of study the student must earn minimally 50 credits in the internal form and 40 credits in the external form.

**Article No. 22**  
**Formal conditions of credit transfer**

1. Completion of a part of the study at another higher education institution is formally ensured by:

- a) application for exchange study,
  - b) exchange learning agreement,
  - c) transcript of records.
2. Exchange learning agreement is a three-side agreement concluded between the student and the sending and receiving institutions of higher education before his/her acceptance at the receiving institution.
  3. Subjects completed at the receiving higher education institution are acknowledged on the basis of the transcript of records issued by the receiving higher education institution at the end of student's exchange stay. The transcript of records becomes a part of personal documentation of the student kept by the UVMP in Košice.

### **Article No. 23**

#### **Field practice and short-term training**

1. Field practice and short-term training are an obligatory part of the study according to respective study plans and a student enters them into his/her study book (INDEX). The university teacher supervising a field practice (FP) or short-term training is entitled to grant a credit to each student who has attended the respective FP or short-term training.
2. In serious cases, usually because of health problems that have caused the student's absence from the FP and his/her failure to earn the credit, the Rector may allow the student to attend FP at an alternative time before registration date for the following year. If this is not possible, the Rector may assign an alternative way to satisfy the respective requirement in accordance with the content of FP. The deadline is the end of the following semester. In such a case the student is conditionally registered for the following year of study.
3. A student who has not met all the requirements for being granted credit for FP, even at an alternative time, is not eligible to be registered for the following year of study.
4. Clinical practice and short-term training of students are conducted at respective clinical workplaces, entered into student's study book (INDEX) and evidence is kept of its course including the work done and skills mastered by the student.

### **Article No. 24**

#### **State Examinations**

1. Passing state examination is one of the conditions of successful completion of studies(s).
2. State examination (SE) is an oral examination.
3. Subjects completed by obligatory State examination are listed in approved study plans of individual study programmes.
4. In the study of the third level (postgraduate), the dissertation examination is a State examination. Dissertation examination consists of oral and written part.
5. The State examination is taken in front of a Commission for state examinations.

### **Article No. 25**

#### **Commission for State Examinations**

1. Only university teachers at the level of professors and associate professors and other experts approved by the Scientific Board of the UVMP are entitled to examine at SE. In

bachelor study programmes, also university teachers at the level of senior lecturers with completed education of the third level are entitled to examine at SE.

2. The SE is performed in front of a Commission consisting of at least four members.
3. The Chairman of the Commission is appointed and removed by the Rector for the combined first and second level of higher education studies and the second level of study from among professors of the UVMP who teach the respective or related subject of the relevant study programme; for the first level of higher education studies from among professors and associate professors of the UVMP who teach the respective or related subject of the relevant study programme of the first level of higher education studies.
4. The members of the Commission are appointed and removed by the Rector from among professors, associate professors, and other experts and approved by the Scientific Board of the UVMP. One member of the examination Commission always comes from a related scientific institution or veterinary field practice.
5. More than one Commission for the SE may be established in one study subject.
6. Examination Commissions for dissertation examinations are appointed by the Rector from among professionals entitled to carry out examinations in the respective postgraduate study programmes. The opponent and tutor are also members of the Commission.

#### **Article No. 26**

#### **Preparation and the course of State Examination**

1. A student who failed to comply with the conditions set by the study plan cannot be admitted to the State examination
2. The terms of the SE are announced by the Rector of the UVMP.
3. The course of the SE and announcement of results are open to public. The decision making of the Commission regarding results of the SE takes place at a closed session of the Commission.
4. The course of the SE is managed by the Chairman of the Commission who is responsible for the work of the Commission. The SE of one student cannot last more than one hour.
5. For the validity of the SE, the presence of the Chairman or his appointed deputy and at least 2 members of the Commission is required.
6. The course and results of the SE are entered into AIS and subsequently a Protocol is printed and signed by the Chairman and all members of the Commission.
7. The SE tests whether the student:
  - has obtained the complex knowledge required by the study plan,
  - is prepared to perform his/her profession,
  - acquired the necessary knowledge in the subjects included in the SE,
  - is capable of applying the obtained knowledge when resolving the tasks of field practice,
  - is able to obtain and process relevant literary sources, correctly interpret experimental results and draw logical conclusions, employable in development of the respective branch of science and needs of the practice.
8. Internal postgraduate students must apply for dissertation examination not later than 18 months from the beginning of study and external students not later than 36 months from the beginning of study. A postgraduate student applies for dissertation examination by submitting a written part of dissertation examination; its topic and extent is determined by the tutor. The written part includes short written description (thesis) of the project of proper dissertation thesis.

9. Dissertation examination is taken from subjects determined by the individual study plan (minimum 3 exams, maximum 5 exams).

#### **Article No. 27**

#### **Grading the results of State Examination**

1. Commission for the SE evaluates the results of SE using the grade scale currently in force. The overall evaluation of the SE is in the competence of the Vice-Rector for Foreign Studies and the resulting grade is either “*passed*” or “*failed*”.
2. The result of the SE is determined by the examination Commission. All its members vote secretly about the grade. The resulting grade is the mean of the secret voting and is entered in the SE protocol by the Chairman.
3. The performance at individual SE is graded independently.
4. Should a student fail to pass the SE or fail to appear for the SE without excuse, he/she may repeat it on the basis of a written application but not sooner than 1 month from the date when he/she should have done it. The date of the repeat examination is determined by the Rector.
5. Should the student fail to appear for the SE in the regular term for justifiable reasons, the Rector will assign him/her a new date.
6. Should the student fail at the first repetition of the SE, the Rector can allow him/her the second repetition on the basis of written application but not sooner than three months after the first repetition. Additional repetitions are not allowed and the student is excluded from the studies.
7. The course of both parts of the dissertation exam in the postgraduate study is evaluated together by the appointed Commission which votes about the grades “*passed*” or “*failed*”. The decision is valid when absolute majority of Commission members votes for the respective grade. A written record of the dissertation exam is prepared and includes also the opponent’s review. The record is signed by the Chairman and present members of the Commission.
8. The respective unit, where the postgraduate student carried out his/her study, issues a certificate for the student about his/her passing the dissertation exam.
9. Should the postgraduate student fail to pass the dissertation examination or fail to appear for this examination without excuse, he/she may repeat it on the basis of his/her written application but not sooner than 1 month from the date when he/she should have done it.
10. Should the postgraduate student fail to pass the repeated dissertation examination, he/she is excluded from the study.

#### **Article No. 28**

#### **Bachelor’s thesis**

1. According to the Act, each student of the bachelor study programme is required to prepare a bachelor’s thesis and its defence belongs among State examinations.
2. The students work on their bachelor thesis at individual Departments and Clinics of the UVMP in Košice. With the agreement of the Rector of UVMP and a Director of external institution, they can work on them also at those workplaces of the Slovak Academy of Sciences (SAS) which by the character of their research activities correspond to the contents of higher education provided by the UVMP, at workplaces of the State Veterinary and Food Administration of SR (SVFA SR), Veterinary Chamber of SR and



at other universities and specialised workplaces of similar character, subject to approval of the Rector. In such cases a teacher or scientist from the UVMP acts as a tutor and a member of staff of the respective external workplace acts as a tutor-specialist. Parts of the bachelor's thesis can be prepared also at universities, faculties and research institutions abroad with a teacher or scientist from the UVMP acting as a tutor.

3. The character of a bachelor's thesis can be experimental, specialised, based on applied knowledge or theoretical.
4. The extent of a bachelor's thesis is a minimum 40 pages.
5. Before the beginning of the academic year, teachers and scientists at the UVMP are requested to prepare proposals for topics of potential bachelor's theses (maximum three topics per one member of academic staff and one academic year) which are subject to approval by the head of the respective university unit.
6. The approved topics are entered by the teacher or researcher into AIS so that they could be approved in AIS by the head of the respective university unit not later than on September 30<sup>th</sup> of the respective academic year.
7. The student selects the topic for his/her bachelor's thesis only from the topics announced in AIS; for the winter semester not later than on October 15<sup>th</sup> of the relevant academic year and for the spring semester no later than on February 28<sup>th</sup> of the relevant academic year. The teacher or scientist (tutor) must select one student from among all applicants not later than on October 30<sup>th</sup> in the winter semester and March 15<sup>th</sup> in the spring semester. After accepting the student, the tutor is bound to print and sign the assignment of the thesis in two copies, one copy for the student and one for the Office for Foreign Studies.
8. The student has to enter the bachelor's thesis name and the name of the tutor into his/her study book (INDEX). During the work on the thesis (minimally 2 semesters) he/she earns credits for the work. The student can start working on the thesis from the second year of study. The period of work on the thesis includes the semester in which the thesis is submitted for defence.
9. Work on bachelor's thesis is considered a subject and therefore is evaluated at the defence by a respective grade A-FX (grade) and is allocated certain number of credits. For preparation of diploma thesis the student is awarded 14 credits in the last semester of bachelor study.
10. According to the instructions for the respective academic year, the student who applied for the defence of the bachelor's thesis enters his/her bachelor's thesis into AIS in the "pdf" format. He must submit one hard-bound copy of the thesis together with thesis in "pdf" format on CD, review of the tutor (tutor-specialist if appointed in writing) and signed Licence agreement to the Office for Foreign Studies.
11. Result of originality checking of the bachelor's thesis is printed by the tutor and delivered to the Office for Foreign Studies not later than one week before the defence of bachelor's thesis.
12. The thesis is reviewed and graded in AIS by the tutor and one opponent. The opponent is an expert in the relevant area.
13. The opponent is proposed by the tutor, judged by the Vice-rector for Foreign Studies and approved by the Rector.
14. The opponent's review printed from AIS and signed must be submitted to the Office for Foreign Studies not later than one week before the defence of the thesis.

15. The bachelor's thesis is defended in front of a Commission consisting of at least 4 members. They are selected from among professors, associate professors or other professionals, subject to approval by the Scientific Board of the UVMP.
16. Commissions for defence of bachelor's theses are approved by the Scientific Board of the UVMP and their members are appointed by the Rector of the UVMP for the respective academic year. At each defence there are available one hard-bound copy of the thesis, its electronic form in "pdf" format, review of the opponent and the tutor, Licence agreement and the result of originality checking. All costs associated with the direct preparation of the bachelor's thesis are covered by the student (printing, binding, making pictures and other related costs).
17. The course of defence of the bachelor's thesis is managed by the Chairman of the Commission who is also responsible for its activities.
18. The time for defence of bachelor's thesis is limited to 60 minutes.
19. After the defence, Commission evaluates the thesis and its defence by a grade at its closed session and the result is entered into the respective Protocol and into AIS. The Protocol is printed and signed by the Chairman, all members of Commission and the opponent.
20. The student is informed about the result immediately after the evaluation by the Commission.
21. Should the student fail to defend the diploma thesis (was assigned the grade FX and permanently undefended in AIS), he/she can apply in writing for an alternative date to repeat the defence, but not earlier than one month after the date of unsuccessful defence.
22. The defence of the bachelor's thesis may be repeated only once. Additional repeats of the defence are not permitted and the student is excluded from the studies.
23. Bachelor's thesis is entered into the template available on the web site of the UVMP.

**Article No. 29**  
**Diploma thesis**

1. According to the Act, each student of the doctoral and master level at higher education institutions is required to prepare diploma thesis and its defence is one of State examinations.
2. The aim of diploma thesis is to verify the knowledge and skills that the student acquired during the study and his/her capability of using them in resolving the assigned problems related to the relevant research project of the respective university unit (department, institute, clinic).
3. Topics of the diploma thesis are related to the needs of practice and scientific-research activities of the university or related scientific-research institutions. The proposals of topics of diploma thesis should observe the rule that the respective topic has to comply with the graduate's profile.
4. The students work on their diploma thesis at individual units of the UVMP in Košice. With the agreement of the Rector and a Director of external scientific institution they can work on them also at those workplaces of the Slovak Academy of Sciences (SAS) which, by their character of research activities, correspond to the contents of higher education provided by the UVMP and at other related universities and specialised institute, subject to approval of the Rector. In such cases a teacher or scientist from the UVMP acts as a tutor and a member of staff of the respective external workplace acts as a tutor-specialist. With specific topics also a member of staff of the external institution can act as a tutor

provided that this is approved by the Rector of the UVMP. Parts of the diploma thesis can be prepared also at universities, faculties and research institutes with a teacher or scientist from the UVMP acting as a tutor.

5. The character of diploma thesis of the master level must be experimental, specialised, based on applied knowledge or compilatory and comparative. The character of diploma thesis of the doctoral level must be experimental, specialised or based on applied knowledge, but cannot be purely theoretical.
6. The extent of diploma thesis of master and doctoral level is a minimum 60 pages.
7. Before the beginning of the academic year, teachers and scientists of the UVMP are requested to announce topics of potential diploma theses (maximum three topics per one member of academic staff and one academic year) which must be approved by the head of the respective university unit.
8. The approved topics are entered by teachers or researchers into AIS so that they can be approved by the head of the unit in AIS before September 30<sup>th</sup> of the respective academic year.
9. The student selects the topic for his/her diploma thesis only from the topics announced in AIS; for the winter semester not later than on October 15<sup>th</sup> of the relevant academic year and for the spring semester no later than on February 28<sup>th</sup> of the relevant academic year. The teacher or scientist (tutor) must select one student from among all applicants not later than on October 30<sup>th</sup> in the winter semester and March 15<sup>th</sup> in the spring semester. After accepting the student, the tutor is bound to print and sign the assignment of the thesis in two copies, one copy for the student and one for the Office for Foreign Studies.
10. The student has to enter the diploma study and the name of the tutor into his/her study book (INDEX). During the work on the thesis (minimally 3 semesters in the study programmes General Veterinary Medicine, Food Hygiene and Pharmacy; minimally 2 semesters in the study programmes Market and Food Quality and Productive Health of Animals) he/she earns credits for the work. The student can start working on the thesis from the second year of study. The period of work on the thesis does not include the semester in which the thesis was submitted for defence.
11. Work on diploma thesis is considered a subject and therefore is evaluated at the defence by a respective grade A-FX (grade) and is allocated certain number of credits. For preparation of diploma thesis the student is awarded 20 credits in the last semester of master study or 12 credits in the last semester of the master study of second level. For preparation of diploma thesis at doctoral study the student is awarded 30 credits in the last semester of study.
12. According to the instructions for the respective academic year, the student who applied for the defence of the diploma thesis enters his/her diploma thesis into AIS in the "pdf" format. He must submit one hard-bound copy of the thesis together with thesis in "pdf" format on CD, review of the tutor (tutor-specialist if appointed in writing) and signed Licence agreement to the Office for Foreign Studies.
13. Result of originality checking of the diploma thesis is printed by the tutor and delivered to the Office for Foreign Studies not later than one week before the defence of diploma thesis.
14. The thesis is reviewed and graded in AIS by the tutor and one opponent. The opponent is an expert in the relevant area.
15. The opponent is proposed by the tutor, judged by the Vice-rector for Foreign Studies and approved by the Rector.

16. The opponent's review printed from AIS and signed must be submitted to the Office for Foreign Studies not later than one week before the defence of the thesis.
17. The diploma thesis is defended in front of a Commission consisting of at least 4 members. They are selected from among professors, associate professors or other professionals, subject to approval by the Scientific Board of the UVMP.
18. Commissions for defence of diploma theses are approved by the scientific Board of the UVMP and their members are appointed by the Rector of the UVMP for the respective academic year.
19. At each defence there are available one hard-bound copy of the thesis, its electronic version in "pdf" format, review of the opponent and the tutor, Licence agreement and result of originality checking. All costs associated with the direct preparation of the diploma thesis are covered by the student (printing, binding, making pictures and other related costs).
20. The course of defence of the diploma thesis is managed by the Chairman of the Commission who is also responsible for its activities.
21. The time for defence of diploma thesis is limited to 60 minutes.
22. After the defence, the Commission evaluates the thesis by a grade at its closed session and the result is entered into the respective Protocol and into AIS, the Protocol is printed and signed by the Chairman, all members of Commission and the opponent.
23. The student is informed about the result immediately after the evaluation by the Commission.
24. Should the student fail to defend the diploma thesis (was assigned the grade FX and in AIS permanently undefended), he/she can apply in writing for an alternative date to repeat the defence, but not earlier than one month after the date of unsuccessful defence.
25. The defence of the diploma thesis may be repeated only once. Additional repeats of the defence are not permitted and the student is excluded from the studies.
26. Diploma thesis is entered into the template available on the web site of the UVMP.

**Article No. 30**  
**Dissertation thesis – defence**

1. A dissertation thesis has a character of original scientific study and is a concluding work of the postgraduate study.
2. A postgraduate student can apply for defence of his/her dissertation thesis after complying with the following conditions:
  - a) successful passing of the dissertation exam,
  - b) earning the required number of credits in accordance with Article 10 of this Internal Regulation.
3. To apply for the defence of dissertation thesis the postgraduate student must submit the following:
  - a) application for defence of dissertation thesis endorsed by the tutor and head of the respective UVMP unit,
  - b) a curriculum vitae,
  - c) a list of published papers providing complete bibliographic data,
  - d) four hard-bound copies of dissertation thesis in Slovak or English language,
  - e) protocol of originality checking and licence agreement,
  - f) author's summary,
  - g) review of the tutor.

4. Upon the proposal of the Branch of Study Commission or common Branch Commission, providing that all necessary conditions were met, the Rector of the UVMP appoints three opponents, only one of them from among the staff of UVMP, and the Commission for defence of dissertation thesis consisting of at least 7 members. Opponents are members of the Commission and have voting right. The tutor participates in the defence but is not a member of Commission and has no voting right.
5. Within 30 days from obtaining all required reviews, the Chairman of Commission determines the date of defence of dissertation thesis. This date is posted on the official bulletin board and published on the UVMP web site.
6. The defence of dissertation thesis is a State exam and is open to public.
7. The defence of dissertation thesis is conducted by the Chairman or, in exceptional cases, by his/her deputy or authorized member of Commission (except for the tutor and opponents).
8. After the defence, Commission decides by secret ballot at its closed session. Majority vote is required for decision with at least 2/3 of appointed Commission members casting the vote. The ballot contains the following text: *"I agree – disagree with awarding the academic title"*. The voting member crosses the part of text he/she disagrees with. Any other modifications of the ballot make it invalid.
9. A voting Record is prepared and signed by the Chairman and all present Commission members.
10. The result of voting is announced publicly by the Chairman of Commission.
11. The proposal for awarding the academic degree PhD. is submitted to the Rector by the Chairman of Commission together with the voting record and other requisites.
12. Should the student fail to defend the dissertation thesis, the Commission determines to what extent the thesis should be reworked. The new dissertation thesis must clearly reflect that all the shortcomings were removed.
13. The PhD. candidate can submit application for repeated defence not earlier than 6 months after the date of unsuccessful defence. Should the candidate fail in this repeated defence, the postgraduate study is considered as definitely terminated and unsuccessful.
14. The defence of dissertation thesis prepared by a PhD. student of the higher education institution with a seat in the Slovak Republic, which concluded an agreement about common defence of dissertation theses, can take place at a higher education institution abroad in front of a Commission for defence of dissertation thesis with equal representation of Slovak members, determined according to § 63, Clause 4 of the Act and members appointed by higher education institution with the seat abroad.
15. Defence of dissertation thesis of a postgraduate student from higher education institution abroad takes place in the same way.
16. By defending the dissertation thesis the student completes his/her postgraduate (PhD.) study.

**Article No. 31**  
**Regular completion of study**

1. The study at the UVMP in the respective study programme is completed when the student:
  - a) completed all obligatory subjects and the requested number of obligatory optional subjects,
  - b) earned during the study the requested number of credits allocated for the respective study level,

- c) passed successfully the State examinations, as required by the study programme, and defended successfully the final thesis.
2. The study at the UVMP is completed at bachelor, master, doctoral and postgraduate level. The study is completed in due form by passing the State examinations and defending the final thesis, namely bachelor's thesis at bachelor study, diploma thesis at doctoral and master levels, and dissertation thesis at postgraduate level, all of them constituting one State examination within the scope of study plans and individual study plans of postgraduate students.
  3. All students in the final year of study complete their study at the UVMP on the day of passing the last State examination and defending bachelor's or diploma thesis. Students of the third level of higher education complete their study on the day of successful defence of their dissertation thesis.
  4. The final overall result of study and the average result for the whole study is evaluated at the last State examination according to final results of examinations, including the re-examination permitted by the Rector according to paragraph 5 of this Article. Students, whose average result during the whole study was equal to or better than 1.5, who have not received grade *satisfactory* (D) or *sufficient* (E) and have passed their State examinations with grade „A“ - *excellent*, complete their study with honours. Grades from selective and optional subjects are not taken into consideration. Rector's Award is conferred to graduates who, during their entire study, achieved an average grade equal to or better than 1.20, and passed the State Examinations with grade “A” - *excellent*. The student who repeatedly enrolled in any subject after its previous unsuccessful completion cannot earn the Rector's Award. Grades earned at State examinations cannot be improved.
  5. In exceptional cases the Rector can allow the student, who asked for it, to repeat examination from subjects (maximum 2 subjects from the whole study) in which he/she received grades *satisfactory* and *sufficient*. The result of repeated examination is then considered in calculation of the average result for the entire study.
  6. In accordance to the § 52, Clause 5 of the Act, the graduates of the bachelor study are awarded the academic degree bachelor (“Bc.”). The graduates of the master level of study are awarded according to § 53, Clause 7 of the Act the academic degree “magister” (“Mgr.”). The graduates of the doctoral level of study are awarded according to § 53, Clause 6 of the Act the academic degree “doctor of veterinary medicine” („DVM“). The graduates of the postgraduate level of study are awarded according to § 54, Clause 15 of the Act the academic degree „philosophiae doctor” („PhD.“).

### **Article No. 32**

#### **Documents of the graduation**

1. Documents of the graduation in the accredited study programme are:
  - Diploma,
  - State Examination Certificate,
  - Diploma Supplement.
2. Diploma is a document about the completion of higher education in the accredited study programme of the respective level and about being awarded the academic degree. The Diploma is awarded by the UVMP. As a rule, the Diploma is presented to the graduate at an official graduation ceremony.

3. State Examination Certificate is a document about completing the State examinations and defending diploma or bachelor's thesis, including its parts and their results. It is awarded by the UVMP.
4. Diploma Supplement is a document containing details about the completed study programme. The data that must be included in this Supplement are established by a general legal provisions issued by the MESRS of the SR. The Diploma Supplement is issued by the UVMP. The graduate will receive it together with the Diploma.
5. Documents of the graduation are public documents.
6. Students, after regular completion of studies at UVMP, will receive the Diploma and Diploma Supplement in both Slovak and English languages.
7. Foreign students graduating from the UVMP will receive the Diploma, State Examination Certificate and Diploma Supplement in English and Slovak languages.

### **Article No. 33**

#### **Interruption of studies**

1. Interruption of studies is decided by the Rector on the basis of application submitted by a student because of health problems or other serious reasons.
2. A student can submit application for interruption of studies throughout the academic year but not later than on August 15<sup>th</sup> of the calendar year and a new student accepted to the first year of study can submit application for interruption of studies not earlier than on November 15<sup>th</sup> of the calendar year.
3. Interruption of studies is recorded in the student's study book (INDEX). After the termination of the interruption, the student usually continues to attend that year of study in which his/her study was interrupted. The examination passed and credits earned before the suspension as well as the terms of exams sat by the student are recognized. After interruption of studies only those subjects are recognized which were completed not earlier than five years ago.
4. Based on the student's application, the Rector can make a premature end to the interruption of his/her study, or prolong it.
5. During an interruption of studies the student has neither the rights nor duties of a student.
6. In bachelor studies the interruption can last 1 year. In master and doctoral studies the maximum time for continuous interruption of studies is 3 years.
7. If the child care is the reason for interruption of study, the interruption is allowed only up to the child's 3 years of age.
8. In case of an interruption of study for health reasons the student must present a medical report from a physician.
9. At registration after termination of study interruption for health reasons, the student must present report and consent to continuation of study from his/her physician.
10. The acceptable reasons for interruption of postgraduate studies include maternity leave, health problems or a study stay abroad if such a stay is not a part of the study programme of postgraduate study.
11. The maximum time for interruption of the postgraduate studies must not exceed 18 months with the exception of child care when the interruption can last up to the child's 3 years of age.

**Article No. 34**  
**Breaking up of academic year for pregnant students**

1. The pregnant student can set up an individual study plan only from among the subjects that do not endanger the student's health. Such subjects are marked in the recommended study plan.
2. The individual study plan is made up on the basis of the current study plan in collaboration with the Vice-rector for Foreign Studies and subjects guarantors. The pregnant student is not obliged to earn the minimum number of credits requested for the respective year of study.
3. The student must apply for breaking up of an academic year or for interruption of study within 8 days from receiving the pregnancy confirmation.

**Article No. 35**  
**Other termination of studies**

1. In addition to termination of study by its proper completion the study is terminated by:
  - a) withdrawal from study,
  - b) exceeding the standard length of study by more than two years,
  - c) exclusion from study for failure to satisfy requirements resulting from the respective study programme and the present Study Guidelines,
  - d) failure of the student to earn all requested credits by the end of winter semester,
  - e) failure of the student to earn credit for obligatory or obligatory optional subjects (with regard to obligatory optional subjects this does not apply to students who have completed successfully the requested number of obligatory optional subjects) even after second enrolling in these subjects,
  - f) if the student has earned by the end of the academic year less than 51% of credits requested for the given academic year by the relevant study plan for individual study programmes,
  - g) exclusion from study for breach of discipline according to § 72, Clause 2 c) of the Act,
  - h) cancellation of the study programme according to § 87, Clause 2 of the Act, provided that the student refuses the offer of the university to continue with the study in another study programme,
  - i) death of the student.
2. The day of termination of study is:
  - a) according to Clause 1 a) the day of delivery of the written declaration of the student about withdrawal from the study,
  - b) according to Clause 1 b) the end of the academic year in which the student should have completed the university study,
  - c) according to Clause 1 c) and d) the day when the decision about suspension from study came into force,
  - d) according to Clause 1 e) the date on which the study programme was cancelled as declared by the university.



**Article No. 36**  
**Withdrawal from study**

1. A student wishing to withdraw from the study must notify the Rector in writing. In this case the date of delivery of the written declaration of the student about his withdrawal from study is considered the date of termination of his/her study.
2. A student who failed to appear for registration on the date intended for registration to the respective year of study, even after receiving notice about registration according to Article 13 of this Internal Regulation, is considered withdrawn from the study starting from the date when he was required to register for the respective year of study or register repeatedly after interruption of studies.

**Article No. 37**  
**Suspension from study**

1. In case of violation of legal provisions, Internal Regulations of the UVMP or public policy, the Rector can decide to exclude a student from his/her study at the UVMP according to § 72, Clause 2 c) of the Act.
2. A student who failed to fulfil the conditions resulting from the study programme and Study guidelines of the UVMP is dismissed from the university based on the § 66, Clause 1c) of the Act.
3. Decision about suspension from study must be delivered by registered letter to the student, and must contain substantiation of the decision and information about possibility of his/her appealing against the decision.
4. The date when this decision entered into force is considered the date of student's exclusion from study.
5. The student may appeal the decision to the Rector of the UVMP within 8 days of receiving it.
6. The Rector himself can comply with the request and change or invalidate the decision; otherwise he will advance it together with all documents, within 10 days from its delivery, to the Academic Senate of the UVMP to decide, adding his standpoint on the request.
7. The Academic Senate will reject the appeal if it arrived late or was filed by an unauthorized person. The Academic Senate will change or annul the Rector's decision if it contradicted legislative provisions or internal regulations of the UVMP; otherwise the Senate will reject the application and confirm the Rector's decision.
8. The Academic Senate of the UVMP must take a decision on the student's request to review Rector's decision within 30 days from the delivery of such request. The decision of the Academic Senate of the UVMP is final and is not subject to any review.
9. The decision which is not subject to review is effectual. The decision of the Rector about suspension from study that was not appealed against by the student is effective from the day of idle elapse of 8-day period. The decision of the Academic Senate of the UVMP on appeal against Rector's decision becomes valid on the date of its delivery to the student.

**Article No. 38**  
**Rights and duties of students**

1. Rights and duties of students are determined by § 69, § 70 and § 71 of the Act, Statute of the UVMP and the present Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice.
2. Student who became liable to pay tuition fees (the part-time study, the parallel study, the exceeded duration of standard length of study, a student studying exclusively in a language other than the official language) is required upon the receipt of the decision of levying tuition fees for the academic year, to pay the tuition fees by the appointed date. In the case of not to meet a specified deadline, the student will be excluded from the study.
3. A student is obliged to inform the Office for Foreign Studies in writing about any changes in his/her personal data within 8 working days of such change.

**Article No. 39**  
**Study abroad**

1. According to § 1, Clause 4 k) of the Act, students of the UVMP can study at other universities abroad on the basis of international projects and bilateral agreements.
2. During the study abroad they remain students of the UVMP in Košice.
3. While at veterinary schools abroad, the students attend lectures, practical classes, field practice, short-term training and sit examinations for the respective year of study.
4. All credits, examinations, field practice and short-term training completed abroad are recognised by the UVMP. However, in case of marked difference in the curriculum, the students must attend the missing instructions at the UVMP in Košice, subject to the approval of the Vice-Rector for Foreign Studies and the guarantor of the respective subject.
5. Proceeding to the following year of study is done in accordance with the Article No. 21 of this Internal Regulation.

**Article No. 40**  
**Scholarships**

1. The procedure of awarding scholarships at the UVMP is regulated by the Internal Regulation No. 40 – Scholarship Guidelines at the UVMP.
2. The UVMP in Košice awards to students in the daily form of postgraduate study programme a scholarship during regular length of studies for which he/she was admitted provided that he/she has not already completed higher education of the third level (§ 54, Clause 18 of the Act).

**Article No. 41**  
**Recognition of documents about university study issued by institutions of higher veterinary education abroad**

1. Diplomas or other documents about higher education of veterinary orientation or the passed exams, as well as about awarding scientific-academic degree (“study document” hereinafter), issued by institutions of higher veterinary education abroad are valid in the

Slovak Republic only if they have been expressly recognized. Recognition of documents about education is treated by the §106 of the Act.

**Article No. 42**  
**Transfers**

1. Transfer from another higher education institution is possible only for the students who have been admitted to the study of the study programme of the same level in the same study branch or related study branch at another higher education institution.
2. A student who submits application for transfer to the UVMP is required to attach relevant certificate about the study at higher education institution in the given academic year and an official transcript of grades acknowledged by relevant study office. If the student has been granted interruption of studies, he is not eligible to apply for transfer to another higher education institution for the duration of interruption.
3. The Rector of the UVMP decides about granting the transfer to a student from another higher education institution within 30 days from receiving all documents stipulated in paragraph 2 of this Article.

**Article No. 43**  
**Academic mobility**

1. The UVMP can admit for part of the study also students from other higher education institution including institutions abroad without admission procedure, in accordance with conditions of an exchange programme or on the basis of agreement concluded between the receiving and sending institutions.
2. A student can only be sent to receiving institution if registered full-time at the sending higher education institution and the study plan of this institution is identical with that of the receiving institution.
3. During the study at another higher education institution, the student must earn minimal credits for the enrolled subjects. The student who has not completed exams (during one-semester mobility), will be allowed to complete them after his/her return, so he/she can earn the requested number of credits.
4. The students sent to receiving institution can miss no more than two subjects and can enrol in these subjects repeatedly when registering for the following year of study (after previous agreement of the Vice-rector for Foreign Studies).
5. After the end of the mobility period the student is obliged to submit the relevant documents within 7 days to the Office for International Programmes and the Office for Foreign Studies.

**PART III**  
**Final provisions**

**Article No. 1**

1. The issues related to study at the UVMP that are not expressly addressed to in these Study Guidelines are in the competence of the Rector of the UVMP.

2. The present Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice, their changes and complements are subject to approval by the Academic Senate of the UVMP and come into force on September 1<sup>st</sup> 2013.
3. These Study Guidelines of the UVMP in Košice were approved at the session of the Academic Senate held on August 15<sup>th</sup>, 2013. The day of the delivery of decision about their registration at the MESRS of SR is the date of cancellation of the former Study Guidelines of the UVMP that were registered by the Ministry of education of SR on August 24<sup>th</sup>, 2012, reg. No. 2012-11715/35491:4-071.

Košice, 15.8.2013

**Assoc. Prof. Peter Lazar, DVM., PhD.**  
Chairman of the Academic Senate  
University of Veterinary Medicine  
and Pharmacy in Košice

**Prof. Emil Pilipčinec, DVM., PhD.**  
Rector  
University of Veterinary Medicine  
and Pharmacy in Košice