



Directive 2/2018
Smernica č. 2/2018

**of the Dean of Faculty of Medicine of Slovak Medical University (SMU)
on the subject evaluation procedure**

This directive specifies the teacher's obligation during the subject evaluation procedure and their entry into the MAIS system

Bratislava 2018

I.

If the subject is finished "**PH**" (passed the final fulfilment of the conditions of completion of the subject in the form of **ongoing assessment**) and the student has met all the conditions laid down in the course of the semester, the evaluation must be entered in the MAIS after the completion of the last practical exercise/seminar.

If the student fails to fulfill all the conditions and he is given an alternative fulfillment, the evaluation shall be entered into the MAIS after fulfilling the conditions set out no later than the end of examination period of a relevant semester.

II.

If the subject is finished "**S**" (**exam**), the dates for the exam must be listed in the last week of a relevant course at the latest, in a sufficient number and throughout the entire examination period of a relevant semester.

If the student has no evaluation record of the subject he has entered, it is rated as uncompleted and the Study Department of the Faculty shall enter FX grade in the MAIS, in the case of three days passed from the examination period end.

If the student fails to appear for an exam and will not submit serious reasons for his absence within 3 days, the teacher shall record the evaluation result into the MAIS as **FX**.

III.

Examinations of block-mode subjects take place on the days set out in the schedule of the course. If the exam has not been passed by the deadline set in the timetable, it can be held in the regular examination period.

The correction terms can be carried out during the regular examination period. If the student fails to appear for a given examination, he may conduct the exam at the regular examination period, in order not to disrupt the other ongoing courses.

The teachers must accept the terms of testing according to the timetable of a relevant year and the curriculum.

IV.

Conditions for successful completion of the subject must be set by the subject guarantor in the information sheet and the student must be notified at the beginning of the course /semester. The conditions must not be changed during the semester or after the course.

V.

The evaluating teacher shall ensure printing and submitting a statement on the evaluation of the subject (the report on the final evaluation "S", report on the final assessment "PH") to the Study Department of the Faculty after finishing the examination of the last student, no later than ten days after the end of the examination period.

VI.

After completion of the examination period it is not allowed to make a record of the tests carried out.

VII.

If the student has no evaluation record of the subject he has entered, it is rated as uncompleted and the Study Department of the Faculty shall enter FX grade in the MAIS, in the case of three days passed from the examination period end.

VIII.

The student cannot be penalized for teacher's failure to fulfil his/her obligation.

The directive was approved by the Academic Senate SMU on June 4, 2018.

Prof. MUDr. Anna Remková, DrSc.
Dean of FM