



Directive No. 4/2013

of the Rector of Slovak Medical University in Bratislava on the procedure of subject assessments

This directive defines the obligations of higher education teachers in the assessment of subjects and their registration in the MAIS system

Bratislava 2013

I.

If a subject is completed by “PH”/abs. (the final completion of subject by the continuous assessment) and the student fulfils all the given conditions in the course of semester, the assessment is recorded in the MAIS system after the last practical tuition/seminar performed.

If the student does not fulfil all the given conditions and a compensatory fulfilment is assigned, the assessment is recorded in the MAIS system after the fulfilment of the stated conditions by the end of examination period of the particular semester at the latest.

II.

If a subject is completed by “S” (an examination), the dates of examinations are posted not later than within the last tuition week in a sufficient number and in the course of the whole examination period of the particular semester.

A grade of the examination (oral) shall be written in the MAIS system immediately after completing the examination.

Results of the written part of examination must be recorded in the MAIS system within three working days subsequent to the day of the written examination.

III.

In the case of block lessons, it is possible to set the date of examinations outside the current examination period. These examinations, however, must not interfere with the course of any other tuition and the teacher has to accept the examination dates according to the timetable of the particular class and study programme.

IV.

The conditions for a successful completion of subject must be determined by the guarantee of subject in the subject information sheet. They must be announced to the student at the beginning of tuition/semester while it is not possible to change them during semester or after finishing teaching period.

V.

The person authorized to award the subject assessment inserts the student 's evaluation results into the MAIS system on the day of examination (not later than 24 hours after the examination), respecting the indication of regular examination date or re-examination date.

VI.

The examiner will ensure printing and submitting the record of subject evaluation (the report on the final assessment “S”, the report on the final assessment “PH”) to the study department of the faculty only after an examination completion by the last student, not later than on the next working day after the end of examination period.

VII.

After finishing the examination period, it is not possible to make any records on the completed examinations.

VIII.

When there is no evaluation record on the student-enrolled subject, the subject is assessed as “not passed” and the study department of the faculty records the evaluation of FX in the MAIS system subsequently after three days have elapsed since the end of examination period.

IX.

The student cannot be disciplined for the teacher 's failure to fulfil his/her duties.

The Directive becomes effective on the day of its signing.

Bratislava, 16th of September 2013

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rector