

DIRECTIVE No. 6/2016

related to fixing the amount of tuition and fees related to studies at Slovak
Medical University in Bratislava in undergraduate studies

Internal directive

Bratislava, September 2016

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Pursuant to Art. 92 and Art. 113a Section 7-12 of the Act No. 131/2002 on Higher Education (hereinafter referred to as the "Higher Education Act") and on changes and amendments to some of acts as amended, the Rector of Slovak Medical University in Bratislava (hereinafter referred to as "SMU") issues a directive that regulates the annual tuition fees for the academic year 2016/2017 in undergraduate studies.

Art. 1

Basic Provisions

(1) The purpose hereof is as follows:

- a) Payer I is the student of SMU studying in the Slovak language, who is a citizen of the Slovak Republic or a citizen of the European Union country or a citizen of a state, who is a contracting party to the European Economic Area agreement and Swiss Confederation (hereinafter referred to as "member states"), citizen of the Republic of Belarus, Bosnia and Herzegovina, Montenegro, Macedonia, Moldavia, the Republic of Serbia or the Ukraine or a foreigner – the Slovak Republic scholarship holder, foreigner residing in one of the member states studying in the Slovak language,
- b) Payer II is the student who is not listed in letter a) of this section

(2) The basis for determining the fees and charges associated with the studies at SMU is 10% of the average amount per one full-time student of the total current expenditure provided by the Ministry of Health, to the school from the state budget under the contract for the previous calendar year. The basis shall be rounded to whole hundreds down.

(3) The basis refers to the academic year at the beginning of the calendar year.

(4) Annual tuition covers the academic year. Annual tuition in undergraduate studies must not exceed the five-fold basic amount as defined in paragraph 2.

(5) The student (Payer I) in undergraduate study program, who did not exceed the standard length of studies provided for the study program, does not pay tuition, except for Art. 2 Sect. 1, letter a) of this Directive.

(6) SMU may require a separate fee from Payer II in a special amount also during the standard length of study. In students studying within the framework of interstate agreements, tuition and related fees are regulated by the provisions of these agreements.

Art. 2
The terms of payment of the tuition fee in parallel studies

- (1) The student admitted and enrolled in the studies is:
- a) Required to pay an annual tuition to SMU in the second and following study program in the relevant academic year, if he studies in two or more parallel programs in one academic year provided by the university in the same grade. The student, who re-enters the studies of another study program at respective level after discontinuation (Art. 69 Sect. 1 of Higher Education Act) (i.e. the student in parallel study), is obliged to pay the college a proportion of the annual tuition fee depending on the number of calendar months remaining until the end of the academic year after his re-enrollment,
 - b) Required to pay SMU the annual tuition for each additional year of studies if his study program offered by the university, is longer than the standard length of studies. The total time of studies takes into account the time during which the student was enrolled in the college in one of the programs at a given grade of higher education; if a student in one academic year of study was concurrently enrolled in several study programs, only 1 year is taken into account for the total period of study. The period, during which the student was enrolled in a study program in the relevant academic year for the purposes of this paragraph, shall be rounded up to a full academic year.
- (2) If the student is required to pay tuition fees in accordance with Sect. 1 letter a) in parallel studies, he has the right to decide which study program in the relevant academic year he will study free of charge , if eligible for such study program.
- (3) During the total period of studies under Sect. 1 letter b), the time during which the student was enrolled in a university study program for which he paid tuition, is not taken into account.
- (4) For the purposes of Sect. 1 and 2, the first three years of studies in study programs in accordance with Art. 53 Sect. 3 of Higher Education Act (hereinafter referred to as "associated study under Art. 53 Sect.3") are considered the programs of the first degree and the fourth and subsequent years of the combined study under Art. 53 Sect. 3, are considered the second degree study program; so that the combined fourth year of the study under Art. 53 Sect. 3 is considered the first year of study in the second degree study program and the following years similarly.

Art. 3

Provisions common to Art.1 and 2

For the purposes of this directive, Bachelor's degree program according to the previous regulations is considered the first degree study program, Master and Doctoral degree under previous regulations are considered the study program according to Art. 53 Sect. 3. If the student continued in Master's degree after the completion of Bachelor's degree under the previous regulations, this follow-up study is considered as the second degree study program. The assigned length of studies under previous legislations shall be considered the standard length of study according to Higher Education Act.

Art. 4

Full-time tuition settlement policy

- (1) Payment obligation is incurred to payers I in accordance with Art.1 and 2, who pay the annual tuition for study programs of the first, second degree and in parallel study according to Art. 53 Sect. 3 in the amount of... at the most.
- (2) Payers II pay the annual tuition fee for study programs of the first, second and third degree and in combined studies according to Art. 53 Sect. 3 under the international agreement of higher education for international students.
- (3) The student shall pay the annual tuition fee by wire transfer to the account of SMU by the date ...
The annual tuition fee is to be paid by the student for exceeding the standard length of the study according to Art. 7 Sect. 2 of this directive. The student shall cover the tuition until August 22. According to a student's written request the Rector of SMU can authorize the payment in two installments. The first installment of 60% of the annual tuition fee is to be paid by August 22 and the second one of 40% of the annual tuition fee to be paid no later than January 20.
- (4) In substantiated cases the Rector may reduce, waive or defer the tuition and fees related to studies in accordance with Art. 92 Sect. 18 of Higher Education Act.

Art. 5

Part-time tuition settlement policy

- (1) Annual tuition fee in part-time study programs shall not exceed the maximum of annual tuition fee determined on the basis of economic performance carried out by study programs and the quality of teaching.

(2) Part-time tuition fees referred to in Art. 7 of this directive shall apply for the standard length of a respective study program for students admitted to studies, unless new amount is stated in the Supplement to this directive, or a different amount of tuition fee is given by a newly established directive.

(3) Tuition fee beyond the standard length of study is an equivalent to tuition fees for the relevant study program for the academic year.

(4) Payers II pay annual tuition fee in the study programs of the first, second and third degree and in combined study the payment is realized under the international agreement of higher education for international students.

(4) Annual tuition fee is paid exclusively by wire transfer to the designated account of SMU.

(5) In substantiated cases the Rector may reduce, waive or defer the tuition and fees related to studies in accordance with Art. 92 Sect. 18 of Higher Education Act.

The period of study under this directive shall apply for part-time students who do not exceed the standard length of time from the date of registration.

Art. 6

Fees related to studies at SMU

1) SMU may require from applicants a fee for admission procedure. The fee is based on the actual costs of the Faculty associated with these acts. The amount of fee shall not exceed 25% of the basis under Art.1 Sect.4 of this directive.

(2) SMU may require a fee for the activities associated with the rigorous procedure and with its defense. The fee can be determined up to 150% of the basis according to Art.1 Sect. 4 of this directive.

(3) SMU may require a fee for the activities associated with the issuing of Master's degree Diploma to the graduates who completed rigorous examination. The amount of the fee shall not exceed 30% of the basis under Art.1 Sec. 4 of this directive.

(4) SMU may require fees for issuing documents related to the studies and their copies (Art. 67 of Higher Education Act), for the issuance of diplomas if required in a foreign language (Art. 68 of Higher Education Act), for issuing the copies of diplomas and for the recognition of equivalence of study (Art. 106 Sect. 2 letter a) of Higher Education Act). The amount of fee is based on the actual costs of the Faculty associated with these acts.

(5) The proof of payment of the fee for such act under this directive (using the MAIS software) shall **be attached to the** student's application for issuance of such document.

Art. 7
Amount of fees related to studies

1) The amount of tuition fees and charges related to undergraduate studies for Payers I is stated in the survey (01)

(01)

<i>serial number</i>	<i>Current fees</i>	<i>Price</i>
1.	Material supplies for the admission procedure (MUDr., MDDr., Bc., Mgr. and PhD.)	77 €
2.	Administrative fees - 1 st year - daily study program, external study program (MUDr., MDDr., Bc., Mgr.)	60 €
3.	Administrative fees – 2 nd – 6 th year daily study program, external study program (MUDr., MDDr., Bc., Mgr.)	35 €
4.	ICIC validation stamp at the license prolongation	7 €
5.	Issuance of ISIC card duplicate	20 €
6.	Logbook of clinical practice	15 €
7.	Issuance of log book duplicate	50 €
8.	Issuance of write-off to Diploma supplement in English/Slovak	95 €
9.	Issuance of diploma write-off in English/Slovak	95 €
10.	Listing certificate of state examination in English/Slovak	85 €
11.	Issuance of confirmation of the authenticity of data on education for foreign countries	130 €
12.	Issuance of confirmation of the authenticity of the data on the content, scope and completing of study in Slovak	85 €
13.	Issuance of confirmation of the authenticity of the data on the content, scope and completion of study in English	170 €
14.	Issuance of Index duplicate (on higher and further education)	85 €
15.	Issuance of certificates from the archives	30 €
16.	Subject(s) evaluation at transfer (% value) (price /subject)	2€ / subject
17.	Issuance of University Diploma in English	65 €
18.	The deposit for the key from lockers	15 €
19.	Confirmation on recognition of study subjects (price /subject)	3€ / subject
20.	Preparation and validation of materials during transfer (price /subject)	3€ / subject
21.	Study related certificates (fourth and others)	10 €
22.	Retake exam from previous years in order to improve grades	50,- € /exam
23.	Differential evaluation exam during transfer to current year	30,- €
24.	Diploma thesis defense and retake of state examination (without further study)	500 €

25.	Parallel study of two or more study programs at the same grade in one academic year – in second study program/or other programs in relevant academic year	850 €
26.	Exceeding the standard length of study (6 years) for each additional year of studies	1000 €
27.	Exceeding the standard length of full-time Bachelor studies	600 €
28.	Exceeding the standard length of part-time studies (Bc., Mgr.)	550 €
29.	Private payer of full-time Bachelor studies in the Slovak language	600 €

(2) The amount of tuition fees and charges related to undergraduate studies (Fees & Costs; FM SMU GENERAL MEDICINE STUDY PROGRAMME) for Payers II is stated in the survey (01A)

(01A)

<i>serial number</i>	<i>Current fees</i>	<i>Price</i>
1.	Administrative fees 1st year full-time study program (Registration, Enrollment, Study program - book, ISIC card)	65 €
2.	Administrative fees 2nd – 6th year full-time study program(registration, Study program - book)	35 €
3.	ISIC card renewal /or authorization	7 €
4.	Record of clinical practice - log book (first print)	15 €
5.	Substitution of a missed class (limited to 5 classes/semester max) (price / hour)	20 € / h
6.	Departmental exam to improve grade (price / exam)	50,- € /exam
7.	Departmental differential evaluation exam	30,- €
8.	Confirmation of recognition subjects (price /subject)	3€ / subject
9.	Preparation and validation of materials during transfer (price /subject)	3€ / subject
10.	Subject(s) evaluation at transfer (% value) (price /subject)	2€ / subject
11.	Study related certificates (fourth and others)	10 €
12.	The deposit for the key from lockers	15 €
13.	ISIC card renewal or replacement	20 €
14.	Record of clinical practice reprint	50 €
15.	The Degree Completion Fee in English	75 €
16.	Listing diploma (All types of diplomas in Slovak/English)	95 €
17.	Listing certificate of state exam in Slovak/English	85 €
18.	Issue a confirmation of the authenticity of data on education for foreign	130 €
19.	Issue a confirmation of the authenticity of the data on the content, scope and completion dates in Slovak	85 €

20.	Issue a confirmation of the authenticity of the data on the content, scope and completion dates in English	170 €
21.	Issue certificates from the archive	30 €
22.	Degree/State examination fee (second and each additional attempt)	500 €
23.	Fees for adjusting class schedule (individual study plan)	25 €

(3) The quoted charges are valid from 1 June 2016 and replace fees and prices listed in the Price list of respective faculties with the expiry date 2011 - 2015. In case that the amount of tuition fees or fee associated with the study is not included in the summary (i.e. tuition fees and charges related to postgraduate, doctoral, specialization and other studies) then the fees and charges listed in the Price lists of SMU faculties in the period 2011-2015 are valid until replaced by a new directive of the Rector for this type of study.

Art. 8

Refund of the paid tuition and fees

(1) The fee paid to carry out the admission exam is not entitled to a refund.

(2) The paid fee associated with study enrollment can be returned upon written request of the student who did not register for the study, in the amount of 50% of the fee.

(3) The paid tuition fee can be returned in full upon written request of the student who did not attend any lesson in a given semester. In other cases, it is possible to return the tuition fee upon written request of the student in the amount of 1/4, 2/4 or 3/4 depending on the month in a given semester in which the student applies for a refund, provided that some unanticipated event or medically certified health status does not allow further study. Tuition fee reimbursement to Payer II is governed by the relevant provisions under the international agreement of higher education for international students.

Art.9

Common, temporary and final provisions

(1) The student of SMU is obliged to pay tuition fees and related costs and state true facts relevant to their determination.

(2) The records of students who exceeded the standard length of study along with the evidence of proof of payment of tuition and costs related to study are prepared and provided by the Study department of a relevant Faculty.

(3) The obligation to pay tuition fees and related costs can assume other personal or legal entity.

(4) This directive shall enter into force upon signature and with effectiveness on 1 June 2016.

Bratislava, June 1, 2016

Prof. MUDr. Peter Šimko, PhD.
Rector of SMU