

	<b>Slovak Medical University in Bratislava</b> <b>Limbová 12</b> <b>833 03 Bratislava 37</b>	Internal Regulation No. 13/2022  Printout No.: 1
	<b>Rules of the Admission Procedure at the Slovak Medical University in Bratislava</b>	Storage period: 10 years



## Internal Regulation No. 13/2022

Rector of the Slovak Medical University in Bratislava (hereinafter referred to as "SMU") in accordance with the provisions of § 15 par. 1 letter b) Act No. 131/2002 Coll. on Higher Education and on amendment and supplement of certain laws as amended, § 3 par. 3 letter c) Act no. 269/2018 Coll. on Quality Assurance in Higher Education and amending Act no. 343/2015 Coll. on public procurement and on the amendment of certain laws, as amended, Art. 5 par. 4 of the Rules of Organization of the SMU and Art. 10 par. 5 letter b) of the Statute of the SMU issues **the Internal Regulation on Rules of the Admission Procedure at the Slovak Medical University in Bratislava.**

**Bratislava 2022**

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## **PART ONE**

### **INTRODUCTORY PROVISIONS**

#### **Article 1**

##### **The subject matter**

- (1) The subject of the internal regulation are the general rules of the admission procedure for bachelor's, master's, doctoral and PhD. study programmes at the Slovak Medical University in Bratislava. The rules of the admission procedure are part of the internal quality assurance system of higher education.
- (2) The preparation, organization and course of the admission procedure is ensured by the SMU in cooperation with the faculties in accordance with the Act on Universities and the SAA HE standards.

#### **Article 2**

##### **Admission procedure**

- (1) The admission procedure is a process that enables the applicant to verify the fulfilment of the established conditions for admission to study the chosen study programme. The result of the admission procedure is the acceptance / non-acceptance of the applicant to study the study programme for which he/she has applied, which proves the fulfilment of the specified conditions of admission to study. An applicant who does not demonstrate fulfilment of all conditions for admission to study at the time of verification of fulfilment of conditions for admission may be admitted to study conditionally, with the obligation to demonstrate fulfilment of the basic conditions for admission to study at the latest on the day designated for enrolment.<sup>1</sup>
- (2) The SMU can only accept applicants for studies in accredited study programmes listed in the register of study programmes.<sup>2</sup>
- (3) The dean decides on the number of applicants to be accepted for study after the prior approval of the rector and the approval opinion of the Ministry of Health of the Slovak Republic.<sup>3</sup>

## **PART TWO**

### **ADMISSION RULES FOR BACHELOR'S, MASTER'S AND PhD. STUDIES**

#### **Article 3**

##### **Conditions of admission to the study**

- (1) The basic conditions for admission to study are stipulated by the Act on Universities.<sup>4</sup>

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<sup>1</sup> § 58 par. 1 of the Act on Higher Education

<sup>2</sup> § 55 par. 6 of the Act on Higher Education

<sup>3</sup> § 45 par. 4 letter j) of the Act on Higher Education

<sup>4</sup> § 56 of the Act on Higher Education

- (2) The terms of admission to study for the following academic year (hereinafter referred to as the "admission procedure") are determined by the rector of SMU based on the proposals of the deans of the faculties and approved by the Academic Senate of the SMU.<sup>5</sup>
- (3) The dean may determine additional conditions for admission to individual study programmes (hereinafter referred to as "additional conditions for admission to study") in order to ensure that applicants with the necessary skills and prerequisites are admitted to study.<sup>6</sup>
- (4) Additional conditions for admission to study in individual study programmes are presented by the Programme Board of the respective study programme and are approved by the dean's college.
- (5) In the case of persons who have been granted asylum, granted supplementary protection or granted temporary refuge, the basic condition for admission to study pursuant to § 56 par. 1 of the Act on Universities can be demonstrated by an affidavit and a test of general study prerequisites. In the affidavit, the applicant shall provide information about his/her previous studies at secondary school and the reasons for which he/she cannot submit documents proving the fulfilment of the basic conditions for admission to study according to § 56, par. 1 of the Act on Universities.
- (6) As a condition for admission to full-time studies:
  - a) in the bachelor's study programme is the acquisition of a complete secondary education with a high school diploma or a complete secondary professional education with a high school diploma and proof of medical fitness for university studies and the performance of a medical profession by submission of the certificate of such confirmation from a general practitioner,
  - b) in the master's study programme, there is a first-degree university education in the relevant study programme, in the full-time form of study, proof of medical fitness for university studies and a certificate of such confirmation from a general practitioner,
  - c) in the PhD. study programme, the acquisition of a complete secondary education with a high school diploma or a complete secondary professional education with a high school diploma and proof of medical fitness for university studies and for the performance of a medical profession by the certificate of such confirmation from a general practitioner,
- (7) As a condition for admission to study in an external form of study
  - a) in the bachelor's study programme, the acquisition of a complete secondary education with a high school diploma or a complete secondary professional education with a high school diploma and proof of medical fitness for university studies and the performance of the relevant medical profession and documentation of employment in the relevant field by means of a confirmation from the personnel department (if the faculty so requires from the applicant),
  - b) in the master's study programme, a first-degree university education obtained in a bachelor's study programme in the relevant field of study, documentation of employment in the relevant field by confirmation from the personnel department (if the faculty requires so from the applicant),
  - c) passing the state exam in the relevant bachelor's study programme.

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<sup>5</sup> Art. 8 par. 1 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

<sup>6</sup> § 57 par. 1 of the Act on Higher Education

- (8) The faculty verifies the fulfilment of other conditions for admission to study with an entrance exam, a physical fitness test, which consists of verifying the level of movement abilities and skills based on selected test criteria.
- (9) The faculty will publish on the university's website:
  - a) deadline for submitting study applications,
  - b) conditions of admission to study,
  - c) date and method of verification of fulfilment of conditions of admission to study,
  - d) the form and framework content of the exam, if an entrance exam is part of the ability verification,
  - e) method of evaluating results,
  - f) information on the number of applicants it plans to accept to study at the relevant study programme.
- (10) The deadline for fulfilling the obligation according to paragraph 9 is at the latest
  - a) by October 1 in the academic year that precedes the academic year in which the studies are to begin, if it is a bachelor's study programme or a study programme combining the first and second level of study into a single unit,
  - b) two months before the last day for submitting applications<sup>7</sup>, if it concerns other study programmes.
- (11) Facts according to paragraph 9 are published on the website of the university in the domain of the faculty and on the official bulletin board of the faculty, in a mass manner according to a special provision.<sup>8</sup>
- (12) It is not possible to change the aforementioned facts until the end of the admission procedure.
- (13) In the same way, the faculty also publishes
  - a) information on the amount of the admission fee for the admission procedure and the method of its payment
  - b) list of attachments that the applicant attaches to the study application.

#### **Article 4**

#### **Application for study**

- (1) The admission procedure begins with the receipt of the electronic study application.
- (2) The application for study (hereinafter referred to as the "application") is submitted on the prescribed form of the SMU (via MAIS - Modular Academic Information System) available at <https://mais.szu.sk/eprihlaska> (prehliadač Mozilla Firefox).
- (3) If the application is sent by electronic means (electronic application), the date of delivery to the electronic address is decisive. The applicant is obliged to deliver the complete application in writing, no later than 5 calendar days. If the student does not confirm the electronically submitted complete application within the established deadline, the date of submission on the postmark or the date of the university office is considered the date of submission of the complete application.<sup>9</sup>

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<sup>7</sup> § 57 par. 5 of the Act on Higher Education

<sup>8</sup> Directive of SMU No. 1/2018

<sup>9</sup> Art. 10 par. 5 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

- (4) In the application, the applicant shall provide information according to § 58 par. 3 of the Act on Higher Education:
- a) data specified in the provisions of § 73 par. 3 of the Act on Universities, including all previous studies at the university even those not completed,
  - b) about previous employment, including the amount of employment, or current employment,
  - c) about the education achieved, including results, and about the results in an interest activity related to the study programme for which the applicant is applying.
- (5) The application must include a doctor's confirmation of medical fitness for university studies and for the performance of a profession in the chosen study programme.
- (6) An applicant with specific needs can attach a request with a medical certificate to the application, on the basis of which, after evaluating his/her specific needs, the form of the entrance exam and the method of its implementation will be determined, considering his/her specific needs.<sup>10</sup>
- (7) The applicant shall submit with the application, the necessary documents required by the university<sup>11</sup> and if it is an applicant with specific needs, also the application mentioned in paragraph 6 of this article.
- (8) An integral part of the application form are documents determined by the university, including the proof of payment of the admission fee for the admission procedure (hereinafter referred to as the "complete application form"). The candidate who submitted the complete application is responsible for the correctness, completeness and truthfulness of the data provided in the complete application. For a foreigner, a document of citizenship is part of the application.
- (9) The University is entitled to use the data from the study application of the accepted study applicant, who has notified the university that he/she will enroll for studies, to the extent necessary for the purpose of entering data in the student register and for the purpose of issuing a student card. To process personal data according to a special regulation<sup>12</sup> specified in the documents and in the application, except for the data specified in § 58 par. 3 of the Act on Universities, the university can only use personal data with the prior consent of the person concerned and this consent is an integral part of the application. For the processing of personal data of the applicant referred to in paragraph 3 and in this paragraph the § 73 par. 7 and § 73a par. 15 of the Act on Universities applies.
- (10) An applicant with specific needs who requests adequate adjustments and support services during the entrance exam, together with the study application, sends a request (paragraph 6 of this article) for modification of the form of the entrance exam with a specification of the required adjustments and support services, to which he/she attaches relevant professional documentation. An integral part of the application for the study of an applicant with specific needs is the consent of the person concerned to the processing of personal data specified in the application and the original document confirming the eligibility of the request for the provision of support services.
- (11) If the study application is not properly completed (paragraph 8 of this article), if it does not contain the required attachments, or if there are reasonable doubts about the payment of the

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<sup>10</sup> § 57 par. 4 of the Act on Higher Education

<sup>11</sup> § 57 par. 1 of the Act on Higher Education

<sup>12</sup> Act No. 18/2018 Coll. on the protection of personal data

fee for the admission procedure in the required manner, the faculty will ask the applicant to rectify deficiencies within the specified period. If the applicant does not rectify the deficiencies within the specified period, not shorter than seven days, the admission procedure will be stopped and the incomplete application for study will be considered undelivered. General regulations on administrative proceedings do not apply to the suspension of proceedings.<sup>13</sup>

## **Article 5**

### **Entry exam**

- (1) The faculty may determine that part of the entrance exam is also the verification of specific abilities for study according to Art. 3 par. 8 of this internal regulation.
- (2) If the entrance exam is a part of the admission procedure for a bachelor's degree or for the study of a study programme according to § 53 par. 3 of the Act on Universities, verification of knowledge must not exceed the scope and content of complete secondary education in the scope of secondary grammar school studies.
- (3) The entrance exam can be divided into several parts and can be held on one day or on several days.
- (4) The entrance exam can be divided into several parts (physical fitness test, written part of the entrance exam) and can be held on one day or on several days.
- (5) At least one regular date and, as a rule, one alternative date must be set for the entrance exam. The dean may grant an alternative date for the entrance exam to an applicant who requests it in writing. The reason for allowing an alternative date can be, in particular
  - a) sudden illness confirmed by a doctor,
  - b) studying abroad, if it is preparation for studying at SMU, or
  - c) the applicant's participation in the entrance exam at another faculty or university (a copy of the invitation must be attached to the application).
- (6) The faculty sends the applicant an invitation to the entrance exam no later than 28 days before the date of the exam.
- (7) The dean will appoint at least a three-member admissions committee of the faculty to conduct the entrance exam. At least two representatives of the faculty must be present at the entrance exam or its part.
- (8) Before the start of the entrance exam or its part, the applicant's identity will be verified by presenting an identity card or other identity document (for example, a passport). During the entrance exam, the applicant is registered by means of a code drawn by himself/herself.
- (9) The evaluation of the written part of the entrance exam is anonymous, i.e. j. the person who evaluates the tests does not have the technical possibility to find out which applicant for a study completed the relevant test.<sup>14</sup>
- (10) A written record is kept of the course of the entrance examination of each applicant, which is part of the documentation of the admission procedure. Part of the documentation of the admission procedure is also

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<sup>13</sup> Art. 10 par. 8 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

<sup>14</sup> Art. 10 par. 11 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

- a) prepared and evaluated written part of the applicant's entrance exam, indicating the result (number of points obtained) and signed by the person who evaluated the written part of the entrance exam or entered the data into the information system,
  - b) a record of the oral examination, if it was part of the entrance examination, which contains the questions asked to the applicant, the result of the examination, the date and the signatures of the members of the examination committee, or
  - c) a record of the physical fitness test, if it was part of the entrance exam, which contains the tasks assigned to the applicant, the result of the test, the date and the signatures of the members of the examination committee.
- (11) The dean or the admissions committee of the dean of the faculty will prematurely end the applicant's entrance exam or part of it, if
- a) the applicant commits fraud or conduct that is contrary to the rules announced at the beginning of the entrance exam; the results of a prematurely terminated entrance exam are not evaluated, an alternative entrance exam date is not provided to the applicant, and his/her entrance exam is considered invalid,
  - b) in the course of it, there are found circumstances that violate the equality of applicants participating in the entrance exam; the results of a prematurely terminated entrance exam or its part are not evaluated, the entrance exam or its part is repeated on an alternate date or on another date determined by the dean.
- (12) The general legal provisions on administrative procedure do not apply to early termination of the entrance exam.
- (13) The faculty without undue delay
- a) make available to the applicant, using the academic information system, the results of individual parts of the entrance exam, as well as the overall result of his/her entrance exam,
  - b) publish the results of the entrance examination of all applicants on the university's website in the domain of the faculty and on the official notice board of the faculty in the form: applicant code, overall result of the entrance examination; the results are published according to individual study programmes and are organized according to applicant codes.

## **Article 6**

### **Review of the decision on the result of the admission procedure**

- (1) The general legal provision on administrative procedure does not apply to proceedings and decision-making on the outcome of the admission procedure.
- (2) Admission to the study programme is decided by the dean based on the recommendation of the admission committee of the dean of the faculty.
- (3) The decision on the result of the admission procedure must be made in writing within 30 days from the verification of fulfilment of the admission conditions. It must contain a statement, justification, instruction on the possibility of submitting a request for review of the decision. It must be delivered to the applicant personally. The applicant, whose place of



residence is unknown, is served by posting the decision on the faculty's official notice board within 15 days. The last day of this period is considered as the day of delivery.<sup>15</sup>

- (4) The decision on the result of the admission procedure is delivered in paper form by mail to the address of permanent residence, which the applicant stated in the study application; this does not affect the faculty's obligation to deliver the decision on the result of the admission procedure to the electronic mailbox in accordance with the special regulation on the electronic form of the exercise of public authority.
- (5) The effects of the delivery of the decision on the result of the admission procedure according to paragraph 3 shall occur on the day of
  - a) acceptance of the decision by the applicant or a person authorized by him/her to take over the consignments,
  - b) returning an undelivered shipment to the faculty, even if the applicant did not learn about it,
  - c) refusal to accept the shipment by the study applicant.
- (6) To an applicant who does not demonstrate fulfilment of the basic conditions for admission to study at the time of verification of fulfilment of the conditions for admission, the dean may issue a decision on conditional admission to study and the deadline in which the given condition must be met. If the applicant no later than the day designated for registration for studies
  - a) proves that the basic admission conditions have been met, the applicant is considered duly admitted to study the chosen study programme and the faculty enrolls the applicant for study (the study officer of the faculty will make a written record of the fulfilment of the relevant conditions for admission on a copy of the decision on conditional admission, on which the date of document submission is indicated, what is the submitted document, signature);
  - b) does not prove that the basic conditions for admission to study have been met, the dean issues a decision canceling the decision on conditional admission to study and decides on not accepting the applicant to study the chosen study programme. (Article 9, paragraph 3 of this internal regulation)
- (7) A copy of the decision on the result of the admission procedure is part of the applicant's admission procedure documentation.
- (8) The faculty will publish an anonymized list of accepted applicants on the university's website in the faculty's domain and on the faculty's official bulletin board without undue delay, either the overall list of accepted applicants or the list of accepted applicants according to individual study programmes. The method of publication of the list of accepted applicants is determined by the dean. If the faculty publishes the overall list of accepted applicants, it includes the following data: the applicant's code and the study programme to which the applicant was accepted. If the faculty publishes a list of accepted applicants by individual study programme, it only lists the codes of accepted applicants.
- (9) Published information according to paragraph 8 of this article must contain the note "The list of accepted applicants is only informative, the dean's decision on the result of the admission procedure, which will be delivered to the hands of the applicant, is decisive."

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<sup>15</sup> § 58 par. 7 of the Act on Higher Education

## **Article 7**

### **Inspection of the applicant's documentation in the admission procedure**

- (1) Every applicant who has received a decision not to be admitted to a study has the right, upon request, to inspect the documentation of his/her admission procedure.<sup>16</sup>
- (2) The applicant has the right to inspect the documentation of his/her admission procedure, within 10 days of receiving the dean's decision at the latest. Inspection means that the applicant can only read the documentation and take extracts from it.
- (3) The applicant submits a written request for inspection of the documentation of the admission procedure to the dean.
- (4) The documentation can be inspected exclusively in reserved premises of the faculty and in the presence of persons authorized by the dean.
- (5) If the applicant discovers that his/her written part of the entrance exam was evaluated incorrectly or there was an error in determining the number of points obtained, he/she shall notify this fact to the person who is present during the inspection in accordance with the provisions of paragraph 4 of this article and shall mention it in the request for review decisions on non-admission to study.

## **Article 8**

### **Review of the decision on the result of the admission procedure**

- (1) The applicant may submit a request for a review of the decision on the result of the admission procedure. The request is submitted to the dean who issued the decision within eight days from the date of delivery of the decision.
- (2) The dean will review the applicant's objections stated in the request for review of the decision. If it is proven that the applicant was harmed by an incorrect evaluation of the entrance exam, the dean, in cooperation with the admission committee, is obliged to rectify the deficiency and place the applicant in the waiting list according to the corrected number of points obtained.
- (3) Changes in the documentation of the admission procedure must be made by committee and a written record signed by the members of the admissions committee must be made about them.
- (4) Dean after a change in the documentation of the admission procedure according to paragraph 3:
  - a) confirms the decision on non-admission to study, while changing the justification for the decision on non-admission to study, if it is proven that the applicant does not meet the conditions for admission to study in the relevant study programme even after the change in the documentation of the admission procedure, or
  - b) cancels the decision on non-admission to study and issues a decision on admission to study, if it is proven that the applicant, after a change in the documentation of the admission procedure, has fulfilled the conditions for admission to study in the relevant study programme.
- (5) The dean can approve the request if it is discovered that the decision was issued in violation of the Act on Universities, the internal regulation of the SMU or other conditions of

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<sup>16</sup> § 58 par. 11 of the Act on Higher Education

admission to study. Otherwise, the application will be forwarded to the rector within 15 days from the date of its delivery, together with the attached file material and a written opinion on the applicant's statements and objections.

- (6) The Rector shall change the decision if it was issued in violation of the Act on Universities, with the internal regulations of the SMU or with other conditions of admission to study. Otherwise, he/she will reject the request and confirm the original decision.
- (7) The rector's decision according to paragraph 6 must contain a statement, justification and instruction that it is not possible to file an appeal against it.
- (8) The answer to the applicant's request for review of the decision must be sent within 30 days from the date of delivery of the request for review of the decision on non-admission to study.<sup>17</sup>
- (9) A decision on non-admission to study, against which the student has not submitted a request for review of the decision, becomes valid on the day of the futile expiration of the eight-day period according to paragraph 1 of this article.
- (10) The rector's decision on the request for review of the decision on non-admission to study becomes valid on the day it is delivered to the applicant.

### **Article 9**

#### **The applicant's right for enrollment to the studies and its termination**

- (1) Notification of the decision on admission to study gives the applicant the right to enroll in studies. The faculty will determine the date, place and method of registration for the accepted applicant and will notify them.<sup>18</sup>
- (2) The Faculty has the right to request information from accepted applicants as to whether they will enroll in the course. The applicant's right to enroll in the course expires if he/she answers the question of the university or faculty whether he/she will enroll in the course in the negative, or does not answer by the specified deadline.
- (3) The right of an applicant who has been conditionally admitted to study to enroll in studies expires if he/she does not demonstrate fulfilment of the basic conditions for admission to study no later than on the day designated for enrolment.
- (4) In addition to the above-mentioned documents, the requirement for registration is also the requirement to submit a doctor's certificate and administration of a minimum of two doses of hepatitis B vaccine. If the applicant does not fulfil the mentioned requirement, he/she is enrolled conditionally.

### **Article 10**

#### **Admission procedure when a student transfers from another faculty or from another university**

- (1) The SMU may, under certain conditions, allow the enrollment of a student who has been accepted to study a study programme of the relevant degree in the same field of study or in

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<sup>17</sup> § 58 par. 8 of the Act on Higher Education

<sup>18</sup> § 59 par. 1 of the Act on Higher Education

a related field of study at another university, if he/she applies for it in writing (hereinafter referred to as "transfer").<sup>19</sup>

- (2) A student can request a transfer at the beginning of the academic year only after successfully completing the first year of study and meeting the conditions for advancement to the next year of study according to the rules set by the SMU and the consent of the university from which the student wants to transfer.
- (3) The transfer takes place in the form of an admission procedure.
- (4) To the application for transfer, the student shall attach a statement of the results of his/her studies at the university from which he/she wishes to transfer and information sheets of the subjects he/she has successfully completed.
- (5) The faculty will decide on the transfer request of a student from another university within 30 days from the delivery of all documents necessary for such a decision. The dean decides on the transfer request after the statement of the person responsible for the implementation, development and quality of the relevant study programme (guarantor of the relevant study program). The dean has the right to reject the transfer request for capacity reasons.
- (6) On the day of enrollment, the student becomes a student of the SMU, and his/her previous studies are considered abandoned on the day preceding the day of enrollment. Within three working days, the faculty informs the university where the student left his/her studies of the registration, the name and surname of the student and in which study programme the SMU allowed the registration and what is the date of registration.<sup>20</sup>
- (7) If there is issued the SMU Study Order or the Faculty Study Order, these would apply to the recognition of credits and completion of courses when transferring.

## **PART THREE**

### **SPECIAL PROVISIONS ON PhD. STUDY**

#### **Article 11**

##### **Admission procedure for PhD. studies**

- (1) Provisions of the Article 2 and 3 par. 1- 4 applies to the conditions of admission to PhD. studies.
- (2) The condition for admission to study in the PhD. study program is a second-level university education.
- (3) The admission procedure for PhD. studies always include an entrance exam.<sup>21</sup>
- (4) For PhD. studies, at least two months before the application deadline, the dean will also list the topics of dissertations that can be applied for as part of the admissions procedure. For each listed topic, the name of the study programme, the name and surname of the supervisor, including academic degrees, the form of study (full-time, part-time), the deadline and place for submitting applications and the date of the admission procedure, admission conditions, the method of verifying their fulfilment, form and framework

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<sup>19</sup> § 59 par. 4 of the Act on Higher Education, Art. 7 par. 8 and Art. 13 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

<sup>20</sup> § 59 par. 6 of the Act on Higher Education

<sup>21</sup> § 57 par. 3 of the Act on Higher Education, Art. 10 par. 9 and 10 of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

content are given entrance exam and the method of evaluating its results. This information is published on the university website in the faculty domain.

- (5) A supervisor is designated for each of the listed topics of the dissertation.
- (6) Candidate for PhD. studies apply for one of the listed topics.
- (7) In special cases, the applicant can also propose his/her own dissertation topic, after which the faculty will assign him/her a supervisor.
- (8) The facts according to paragraphs 4 are published on the faculty's official bulletin board and in a collective manner according to a special provision.<sup>22</sup>
- (9) It is not possible to subsequently change these facts until the end of the admission procedure.
- (10) In the same way, the faculty also publishes
  - a) information on the amount of the admission fee for the admission procedure and the method of its payment,
  - b) list of attachments that the applicant attaches to the application for PhD. studies.
- (11) The submission of an application for PhD. studies is subject to Art. 4. The attachments to the application for PhD. studies are
  - a) curriculum vitae,
  - b) certified copies of documents on education level attained; an applicant who has completed a master's degree at the same faculty to which he/she is applying for a PhD. degree, submits copies of the documents on the education obtained; an applicant who completed a master's degree at one of the faculties and is applying for PhD. studies at another faculty, submits copies of educational documents together with their originals for inspection and verification to an employee of the study department of the faculty at which he/she is applying for PhD. studies,
  - c) a list of his/her published articles or a list of the results of other professional or artistic activities and reviews of these works and activities, if they were prepared,
  - d) other documents specified in other conditions of admission to study
- (12) For the entrance exam for PhD. studies, Art. 5 applies appropriately.
- (13) The faculty will send the applicant an invitation to the entrance exam no later than 14 days before it takes place, while also informing him/her of its content focus.
- (14) The entrance exam for PhD. studies is conducted before the admissions sectoral committee, which consists of the chairman and at least two members. The members of the admission union committee are appointed and dismissed by the dean. The members of the sectoral commission elect from their members the Chairman.<sup>23</sup>
- (15) The Admissions Committee evaluates the result of the entrance exam in a closed session. If several applicants were registered for one dissertation topic and the nature of the topic precludes it from being solved by several applicants, their order will be determined according to the success of the entrance exam. When determining the order, the admissions committee also considers the scope and quality of the applicant's publication activity and the results of his/her other professional or artistic activity.

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<sup>22</sup> Directive of SMU No. 1/2018

<sup>23</sup> § 54 par. 17 of the Act on Higher Education

- (16) Minutes shall be drawn up about the entrance exam for PhD. studies and its result. The admissions committee will submit a proposal for admission of the successful applicant to the dean.
- (17) At the same time as the applicant is accepted for PhD. studies, the faculty will determine the supervisor and the topic of the dissertation and the workplace to which the PhD. student is assigned (hereinafter referred to as the "training workplace"). The training workplace is usually the trainer's workplace.
- (18) The decision on the outcome of the admission procedure for PhD. studies, the applicant's inspection of the documentation on the admission procedure for PhD. studies, the review of the decision on the outcome of the admission procedure for PhD. studies and the applicant's right to enroll in PhD. studies are subject to Art. 7 to 9 of this internal regulation.
- (19) The Art. 10 applies to the admission procedure when a PhD. student transfers from another university.
- (20) An external educational institution is a legal entity to which the Ministry of Education has issued a certificate of competence to carry out research and development<sup>24</sup> and with which the university has concluded a contract, the subject of which is participation in the implementation of a PhD. study programme. A person approved by the relevant external educational institution can be the instructor for a topic listed by an external educational institution. The external educational institution will provide the Scientific Board with the scientific and pedagogical characteristics of these trainers.

## **PART FOUR**

### **COMMON, TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 12**

##### **Common and transitional provisions**

- (1) Effective legislation regarding the rules of the admission procedure as regulated in the Study Regulations of the SMU<sup>25</sup> remains unaffected by this internal regulation.
- (2) The Faculty is obliged to store the documentation of the admission procedure for at least 25 years from the date of graduation.
- (3) Conditions for admission to study determined in accordance with § 57 par. 5 of the Act on Universities for the academic year 2022/2023 remain in place.
- (4) If the peculiarities of studying at the faculty require a more detailed adjustment of the admission procedure rules, the faculty will issue the faculty's admission procedure rules. The faculty's admission procedure rules must be in accordance with these admission procedure rules. The rules of the admission procedure of the faculty are part of the internal quality system of higher education of the SMU under the conditions of the faculty.

#### **Article 13**

##### **Final provisions**

- (1) This internal regulation was reviewed by the Academic Senate of the Slovak Medical University in Bratislava on June 14, 2022.

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<sup>24</sup> § 16 par. 1 of the Act No. 172/2005 Coll.

<sup>25</sup> Art. 9 and foll. of Internal Regulation no. 1/2022 (Study Regulations of the SMU)

- (2) This internal regulation was approved by the Scientific Board of the Slovak Medical University in Bratislava on June 16, 2022.
- (3) This internal regulation as well as its amendments and additions become valid from the date of registration by the Ministry of Health of the Slovak Republic in accordance with the provisions of § 45 par. 4 letter a) of the Act on Universities and effective from the date of entry into force of the decision on its registration by the Ministry of Health of the Slovak Republic.
- (4) This internal regulation is archived in printed form at the rectorate of the SMU in Bratislava and published in electronic form on the public part of the website of the SMU [www.szu.sk](http://www.szu.sk)

In Bratislava, 14 June 2022

Dr.h.c. prof. MUDr. Peter Šimko, CSc., m.p.  
Rector of the SMU