

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. Reg.n.: 10/2026 Printout n.: 1 Archive files time:10 r
	Disciplinary proceeding of Jessenius Faculty of Medicine in Martin Comenius University for students on the conditions for conducting examinations and continuous assessment	

INTERNAL REGULATION NO. 10/2026

Directive of the Dean of Jessenius Faculty of Medicine in Martin
Comenius University Bratislava on the conditions for conducting examinations
and continuous assessment

Elaborated by: prof. Mgr. Juraj Mokřý, MD, PhD.	Date: 5.5.2026	Signature:
Negotiated by: Faculty Board of JFMED CU	Date: 5.5.2026	Signature:
Approved by: prof. Andrea Čalkovská, MD, DrSc., The Dean of JFMED CU	Date: 11.5.2026	Signature:
Number of copies: 2 Copy n.1 – Dean's office, JFMED CU Copy n.2 – Study Department	Valid from: 11.5.2026	Effective from: 12.5.2026

Updates, amendments and additions to the internal regulation:

Change No 1: Date: Signature:	Change No 2: Date: Signature:	Change No 3: Date: Signature:
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In accordance with Article 40(2) of the Statute of the Jessenius Faculty of Medicine in Martin, Comenius University Bratislava (Internal Regulation of JFMED CU No. 12/2023), Articles 54–59 of the Internal Quality Assurance System for Higher Education of Comenius University Bratislava (Internal Regulation of CU No. 34/2024), and the Study Regulations of the Jessenius Faculty of Medicine in Martin, Comenius University Bratislava (Internal Regulation of JFMED CU No. 21/2023, as amended), and following discussion by the management of JFMED CU on 11 May 2026, I hereby issue this Directive, which further regulates the conditions of examinations and continuous assessment of students at JFMED CU

Art. 1

Key Definitions

1. Continuous Assessment (CA): Assessment of the student's knowledge during teaching part of the semester (tests, laboratory reports, written assignments). The conditions for continuous assessment are determined by the course guarantor in the course completion requirements, which must be published and accessible to students before the beginning of the instructional part of the semester¹.
2. Examination (E): Assessment of the student's knowledge after completion of the teaching part of the course. The examination may be written, oral, practical, or combined. Examination questions or examination topics must be published and accessible to students before the beginning of the teaching period of the semester².
3. State Examination (SE): The formal completion of studies under the study programme, which includes the defence of a final thesis. It is conducted before an examination committee. Details on the organisation of state examinations and final thesis defences are set out in the Faculty's Study Regulations³.
4. A grading scale consisting of six classification grades (A, B, C, D, E, Fx)⁴ is used to assess study results at JFMED CU. Individual grades of the classification scale are recommended to be awarded within continuous written assessment or examinations based on an applied points-based system reflecting the level of success in completing the course⁵.
5. Courses that do not have a defined classification scale (without grade, WG) are generally assessed on a "pass/fail" basis.
6. In the case of assessment of a final thesis (defence, reviews), the study programme may stipulate a "pass/fail" evaluation.

Art. 2

Organisation, Process, and Recording of Assessment

1. Students register for and deregister from Continuous Assessment (CA) and examination dates via the Academic Information System (AIS2) within the deadlines set by the respective clinic/department. In the case of Continuous Assessment, registration via AIS2 may be waived, and it may be carried out by another pre-agreed and announced method (e.g., by setting a collective date, etc.).

¹ Article 11(4) of Internal Regulation of JFMED CU No. 21/2023

² Articles 11 and 12 of Internal Regulation of JFMED CU No. 21/2023

³ Article 15 of Internal Regulation of JFMED CU No. 21/2023

⁴ Article 11(6) of Internal Regulation of JFMED CU No. 21/2023

⁵ Article 11(6), footnote 46, of Internal Regulation of JFMED CU No. 21/2023

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2. Details on the number of examination attempts (regular and resit terms) and the conditions for their scheduling by the course guarantor/head of the department are set out in the Faculty's Study Regulations⁶. The course guarantor also determines whether successful completion of one part of the examination (e.g. written or practical) is a prerequisite for participation in another part of the examination (e.g. oral).
3. The number of regular and resit Continuous Assessment (CA) dates and the method of their replacement shall be determined by the course guarantor before the beginning of the semester in the course completion requirements, which must be published and accessible to students before the beginning of the teaching period of the semester.
4. If a student registers for an examination/Continuous Assessment (CA) date, does not deregister, and fails to attend, they are required to excuse their absence via the university email system to the relevant teacher no later than three working days after the examination/CA date. A student may be excused for non-attendance at an examination/CA retrospectively for serious reasons, in particular health-related reasons. The examiner shall decide on the justification of the excuse and, upon agreement, shall assign a replacement date to the student. If the student does not excuse their absence, or if the teacher does not accept the excuse, the student shall be graded FX for the given examination/CA date⁷.
5. If written assessment is part of student evaluation, the teacher is obliged to publish the results of continuous assessment or the written part of the examination within a pre-agreed deadline and by an agreed method (preferably via AIS2), no later than within five days, provided that the provisions of generally binding legal regulations on personal data protection are complied with. Students' names and assessment results may be published only with their written consent. Otherwise, the teacher shall use assigned codes.⁸
6. The assessment result (of an examination or obtained continuous assessment) shall be entered by the teacher into the Academic Information System without delay.
7. If a student is awarded a grade A to E in an examination/Continuous Assessment (CA), they may refuse to accept this result and use a resit.⁹ The original assessment (examination, continuous assessment, or test result) shall thereby be annulled. Refusal of a result in an oral examination must be declared immediately after the announcement of the result of the final part of the examination, and the examiner shall enter an FX grade for the respective examination date into AIS2.¹⁰
8. If an examination/Continuous Assessment (CA) is conducted in written form and the result has been communicated to the student in accordance with paragraph 5, refusal of the result shall be notified by the student to the teacher in writing via electronic mail (university email account) no later than 48 hours after the publication of the results of the written part of the examination. The teacher shall, without delay after the refusal of the result, enter an FX¹¹ grade for the respective examination/CA date into the Academic Information System, unless

⁶ Article 12 of Internal Regulation of JFMED CU No. 21/2023

⁷ Article 12(15) of Internal Regulation of JFMED CU No. 21/2023

⁸ Annex 2, Article 2(3)(b) of Internal Regulation of JFMED CU No. 21/2023

⁹ Article 12(18) of Internal Regulation of JFMED CU No. 21/2023

¹⁰ Annex 2, Article 2(4) of Internal Regulation of JFMED CU No. 21/2023

¹¹ Annex 2, Article 2(4) of Internal Regulation of JFMED CU No. 21/2023

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otherwise specified in the pre-published course completion requirements of the relevant course.¹²

9. The department is obliged to store information on Continuous Assessment (CA), examinations, resit examinations, awarded grades, and examination result reports (including written tests and, where applicable, written preparation for examinations), as well as records of student participation in individual forms of instruction (practical classes, seminars, placements, excursions, courses, professional practice, final thesis, year thesis, and supervised self-study) in the department's registry or in the faculty's records management centre for a period of 10 years.¹³

Art. 3

Ensuring the Objectivity and Transparency of Assessment

1. The results of written tests must be published in AIS2 within the time limit specified by the Study Regulations (or by another pre-announced method, provided that personal data protection requirements are complied with).¹⁴
2. The student has the right to inspect their corrected written test for the purpose of verifying the correctness of the assessment.¹⁵ The date for inspection shall be determined by the examiner.
3. To ensure objectivity, it is recommended that oral examinations be conducted in the presence of at least two teachers or in the presence of another student. Upon the student's request (or based on the decision of the course guarantor), the examination may be conducted as a committee examination. This approach is recommended in particular for the final resit examination attempts. The composition of the committee shall be determined in the Faculty's Study Regulations.¹⁶
4. In the case of state examinations, the composition of the examination committee is determined by law and the Faculty's Study Regulations.¹⁷

Art. 4

Identification of Individuals and Protection of Assessment Integrity

1. The examiner has the right to verify the student's identity, primarily based on a student ID card¹⁸. In case of reasonable suspicion or when identification of a person with a covered face is required (e.g. for religious or ideological reasons), the student is required to uncover their face. Identification shall take place in a designated room and shall be carried out by a person of the same sex, with the presence of another female student recommended as an impartial witness.
2. Before the assessment begins, examiners are recommended to inform students that cheating constitutes a disciplinary offence that may lead to expulsion from studies.

¹² Article 12(18) and Article 2 of Annex 2 of Internal Regulation of JFMED CU No. 21/2023

¹³ Articles 11 and 12 and Annex 1(D) of Internal Regulation of JFMED CU No. 21/2020 – Records Management Regulations and Records Management Plan of JFMED CU

¹⁴ Annex 2, Article 2(4) of Internal Regulation of JFMED CU No. 21/2023

¹⁵ Article 12(21) of Internal Regulation of JFMED CU No. 21/2023

¹⁶ Article 12(20) of Internal Regulation of JFMED CU No. 21/2023

¹⁷ Article 15 of Internal Regulation of JFMED CU No. 21/2023

¹⁸ Annex 2, Article 2(3)(a) of Internal Regulation of JFMED CU No. 21/2023

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3. Students are required to place mobile devices and smart technologies in a designated location (e.g. a table out of their reach) and, upon request, demonstrate that they are switched off. Students are also required to put away any other items that could be used for cheating during an examination/Continuous Assessment (CA).
4. In case of suspicion of the use of prohibited aids, the examiner may apply an alternative examination procedure (e.g. changing the question, switching to a written form instead of an oral examination, or cancelling/reducing preparation time). The student may also be asked to expose commonly visible parts of the body (e.g. the neck to check for wires), while any physical contact by faculty staff is excluded. In case of reasonable suspicion of possession of concealed communication devices (e.g. in-ear devices and similar), the student may be required to proceed to a designated room for inspection, in the presence of a witness of the same sex.

Art. 5

Disciplinary proceedings

1. Any teacher who identifies a breach of examination integrity (use of cheat sheets, electronic devices, or impersonation) is obliged to make a record thereof. Depending on the severity of the conduct, the teacher shall also decide on awarding an FX grade for the relevant examination/Continuous Assessment (CA) date and may, in cooperation with the head of the department/course guarantor, submit a substantiated complaint with supporting evidence (e.g. witness statements, photographic documentation, etc.) to the Dean of the Faculty for the initiation of disciplinary proceedings.
2. The complaint is processed by the Dean and, in the form of a proposal to initiate disciplinary proceedings, is submitted to the Disciplinary Committee of the JFMED CU for Students, which proceeds in accordance with the applicable Disciplinary Code of the JFMED CU for Students.¹⁹

Art. 6

Final Provisions

1. This Directive shall enter into force on the date of its signature and shall become effective on 12 May 2026.
2. All employees and students of JFMED CU are required to become acquainted with this Directive.
3. In matters relating to the assessment of study results within a course, the teacher shall decide; in disputed cases, the study programme guarantor shall decide. If the teacher is also the study programme guarantor, the head of the department providing the teaching of the respective course shall decide.²⁰

¹⁹ Internal Regulation of JFMED CU No. 37/2023 – Disciplinary Code of JFMED CU for Students

²⁰ Article 11(1) of Internal Regulation of JFMED CU No. 21/2023

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4. In the event that a situation arising is not covered by this Directive, the provisions of the Faculty's Study Regulations²¹, the University's Study Regulations²², or the Internal Quality Assurance System for Higher Education at Comenius University shall apply accordingly²³.

prof. Andrea Čalkovská, MD, DrSc.
Dean of JFMED CU

²¹ Internal Regulation of JFMED CU No. 21/2023 – Study Regulations of the Jessenius Faculty of Medicine, Comenius University Bratislava, as amended

²² Internal Regulation of Comenius University Bratislava No. 22/2023 – Consolidated version of Internal Regulation No. 20/2019 – Study Regulations of Comenius University Bratislava, as amended by Amendment No. 1 and Amendment No. 2

²³ Internal Regulation of Comenius University Bratislava No. 3/2026 – Consolidated version of Internal Regulation No. 23/2021 – Internal Quality Assurance System for Higher Education at Comenius University Bratislava, as amended by Amendments No. 1 to 5