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|  | <b>COMENIUS UNIVERSITY BRATISLAVA</b><br><b>JESSENIUS FACULTY OF MEDICINE IN MARTIN</b>                 | Int. reg. no.:<br>IR 31/2024           |
|                                                                                   | Dean's Directive determining the Due Date and Method of Payment<br>For Tuition Fees for Full-Time Study | Copy no.: 1<br>Retention period: 10 y. |

## INTERNAL REGULATION NO. 31/2024

Dean's Directive determining the Due Date and Method of Payment for Tuition Fees for Full-Time Study

|                                                                                                                                   |                                 |                                     |
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| <b>Elaborated by:</b> prof. Juraj Mokrá, M.D., PhD.                                                                               | <b>Date:</b><br>3.10.2024       | <b>Signature:</b>                   |
| <b>Negotiated by:</b><br>Academic Senate of JFMED CU                                                                              | <b>Date:</b><br>8.10.2024       | <b>Signature:</b>                   |
| <b>IR approved by:</b><br>prof. Andrea Čalkovská, M.D., DrSc.                                                                     | <b>Date:</b><br>8.10.2024       | <b>Signature:</b>                   |
| <b>Number of copies: 3</b><br>Copy no. 1 – Dean's office<br>Copy no. 2 – Study department<br>Copy no. 3 – Doctoral Studies office | <b>Valid from:</b><br>8.10.2024 | <b>Effective from:</b><br>9.10.2024 |

### Updates, amendments and additions to the internal regulation:

|                     |                     |                     |                     |
|---------------------|---------------------|---------------------|---------------------|
| <b>Change no 1:</b> | <b>Change no 2:</b> | <b>Change no 3:</b> | <b>Change no 4:</b> |
| Date:               | Date:               | Date:               | Date:               |
| Signature:          | Signature:          | Signature:          | Signature:          |

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The Dean of Comenius University in Bratislava (hereinafter "CU"), Jessenius Faculty of Medicine (hereinafter "JFMED CU") in Martin, issues, in accordance with Article 5(sec.5) of Internal Regulation No. 26/2024, the CU Rector's Directive – Full text of Internal Regulation No. 17/2021, the Rector's Directive of CU, which determines the amount of tuition and fees associated with studying at CU, as amended by Addenda No. 1 through 8 (hereinafter referred to as the "CU Directive"), hereby issues this

### **Dean's Directive determining the due date and method of payment of tuition fees for full-time study**

#### **Art. 1 Due date and method of payment for tuition fees for full-time study**

- (1) If a student is required to pay tuition fees pursuant to Article 2(sec. 5) of the CU Guidelines—that is, if the study program is conducted exclusively in a language other than the official language—the student shall pay the fees by bank transfer to the faculty's account in two equal installments by the following deadlines:
  - The first installment, generally by the date of enrollment, but no later than October 31 of the relevant academic year,
  - The second installment, generally by February 15, but no later than March 15 of the relevant academic year.
- (2) If a student is required to pay tuition fees pursuant to Article 2, sections 2 and 3 of the CU Guidelines, i.e., for concurrent study or for exceeding the standard duration of study, the student shall pay them by bank transfer to the faculty's account in two equal installments on the following dates:
  - 1st installment by November 30 of the relevant academic year (tuition payment is determined immediately after enrollment and determination of the obligation to pay tuition),
  - 2nd installment by February 28 of the relevant academic year,
  - if, during the summer semester, a student becomes obligated to pay tuition due to an additional number of enrolled credits, the payment and its due date will be determined in the tuition payment decision, generally in a single installment.
- (3) If a student who re-enrolls after an interruption of studies is required to pay tuition fees for exceeding the standard duration of study, the amount of tuition and its due date shall be determined immediately upon the determination of the obligation to pay tuition, and the student shall pay it by bank transfer to the faculty's account in one or two installments, generally of equal amounts, by the deadlines determined according to the date of re-enrollment.

#### **Art. 2 General and final provisions**

1. In the event of termination of studies pursuant to Section 66 of the Higher Education Act, with the exception of termination pursuant to § 66, sec.1, letter h, the faculty is not obligated to refund tuition and fees already paid.
2. If a student was admitted through the admissions process and had previously studied at a medical school, requested recognition of completed courses, and, in accordance with Article 18 of the Study Regulations of the JFMED CU, the completed courses and credits were recognized, the

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student shall pay annual tuition fees corresponding to the tuition fees set for the relevant academic year.

3. If a student fails to pay tuition and fees by the deadlines specified in Article 1 of these internal regulations, the student may not attend classes.
4. If a student fails to pay tuition, fees, or any outstanding balances on tuition and fees by the deadline specified in the notice, disciplinary proceedings will be initiated against them in accordance with the current JFMED CU Disciplinary Code for Students.
5. Upon the entry into force of this internal regulation, Internal Regulation No. 34/2023, the Dean's Directive determining the due date and method of payment of tuition fees for full-time study, is hereby repealed.
6. This internal regulation shall enter into force on the date of its discussion by the Academic Senate of the JFMED CU and shall take effect on October 9, 2024.

**prof. Andrea Čalkovská, M.D., DrSc.**  
Dean of JFMED CU