	COMENIUS UNIVERSITY IN BRATISLAVA JESSENIUS FACULTY OF MEDICINE	Int. Doc no.: IR 32/2020 Issue no.: 1 To be archived for: 10 years
	Full wording of Internal Regulations No. 25/2020 of measures related to the organization of the study at JFMED CU in Martin in winter semester of the AY 2020/2021 due to emergency situation caused by global pandemic of Covid-19 in the wording of Annex No.1	


INTERNAL REGULATIONS NO. 32/2020

Full wording of Internal Regulations No. 25/2020 of Measures related to the organization of the study at JFMED CU in Martin in winter semester of the AY 2020/2021 due to emergency situation caused by global pandemic of Covid-19 in the wording of Annex No.1

Prepared by: prof. MUDr. Mgr. Juraj Mokrý, PhD.	Date: 04.09.2020 09.09.2020	Signature:
Consulted with:	Date:	Signature:
Approved by: prof. Andrea Čalkovská, M.D.,DrSc., Dean of JFMED CU	Date: 09.09.2020	Signature:
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Update and changes to the internal regulations

Update 1: Date: Signature:	Update 2: Date: Signature:	Update 3: Date: Signature:
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Responding to the global pandemic of COVID-19, in accordance with Art. 22 par. 2 letter o) of the Statute of the Jessenius Faculty of Medicine, Comenius University in Martin, as amended, in accordance with the order of the Rector of Comenius University no. 14/2020 of 3 September 2020¹ and in accordance with the documents of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter "MŠVVaŠ SR") "Guidance and measures for schools and educational facilities"² also covering universities and student dormitories with application to the conditions is issuing the following measures to the Jessenius Faculty of Medicine, Comenius University in Martin (hereinafter referred to as "JFMED CU"):

1. The schedule for the 2020-21 academic year remains unchanged; the teaching starts on Monday 14.09.2020 and finishes on Friday 18.12.2020. ³
2. Student enrolment for 1st. year students will be done in person. Students will be organised in groups by their surname in ascending order and according their study programme. The enrolment will take place in a suitable room with sufficient capacity that can accommodate twice the number of students than required (Aula Magna). Enrolments for the 2nd to 6th year-students will take place online between 28th August and 11th September 2020, with the deadline for submitting the required documentation set as of Wednesday 30th September 2020⁴. At the same time, the students will collect the digital code for accessing the subject grades from the 2019-20 summer semester and can do so by Wednesday 30th September 2020.
3. It is recommended for international students to take the PCR test for Covid-19 at JFMED CU laboratory, before they start attending classes, and after five days arriving in Slovakia. The testing costs will be covered by the Jessenius Faculty of Medicine. While waiting for the test result, the student is excused from attending the face-to-face teaching for a maximum of 5 days in one semester.
4. Where there are 50 or more students in one group, the teaching will be delivered remotely using the online tools such as MS Teams⁵. This method of teaching will follow the standard timetable


¹ https://uniba.sk/fileadmin/ruk/legislativa/2020/Pr_2020_14.pdf

² <https://www.minedu.sk/data/att/16977.pdf>

³ <https://www.jfmed.uniba.sk/en/study/students/organization-of-study/schedule-of-academic-year-20202021/>

⁴ <https://www.jfmed.uniba.sk/en/departments/information-workplaces/department-of-information-technology/it-services/online-komunikacia/>

⁵ <https://www.jfmed.uniba.sk/en/departments/information-workplaces/department-of-information-technology/it-services/online-komunikacia/>

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that can be found at [JLF UK](#)⁶. It is recommended that other study programmes apply the same approach.


5. Seminars, internships and practicals of all study programmes will be carried out on a face-to-face basis and will follow the standard [timetable](#).⁷ It is recommended that students are split into the groups to minimise the interaction between the students. The guarantee can consider switching the teaching to remote deliver (full or partial), if the teaching premises don't meet the capacity requirements while following the current timetable. This excludes subjects taught in the first year of the 1st and 2nd cycle of the joint programme. Alternatively, the teachers can alternate the teaching in two-week or four-week cycles. The guarantees are responsible for recording and retaining information about student attendance.
6. Assessments and tests should be delivered online (Moodle) and/or remotely. If the students are using the university learning premises and IT rooms, enough time should be allowed for airing the room and disinfecting the IT equipment.
7. For clinical teaching, the steps stated in point five should be followed. It is also recommended that the teachers use the Simulation teaching centre⁸ and teaching rooms outside the clinics and away from the patient wards as much as possible. Clinics can be entered for the required period of time only and without mixing the student groups. The current hygienic measures must be followed and be adhered to at all times. The teachers supervising the student groups must ensure that students are wearing their face-mask in a correct way that covers both the mouth and the nose, regularly disinfect their hands and follow the social distancing rules.
8. For all study programmes, exams, state exams and defence of the final work are conducted in person, subject to the current epidemic rules and regulations⁹. Any changes to this process will be communicated to the relevant personnel immediately. (Exemption: International students who, straight after their defence exam, completed their pre-state exam placement at their home country, will, upon on their request, sit their defence exam online. More information about the timings and place will be provided after the initial consultations with persons involved).
9. The teaching departments will publish information about the teaching schedule, requirements for successful subject completions and information about the teaching methods online and 3 days before the start of the winter 2020/21 semester at the latest. The teaching departments are also responsible for publishing any updates and/or changes that may arise from the current epidemiologic situation.
10. Where applicable, the Guarantee will inform the Vice-Deans responsible for the relevant study programmes and email them information about the changes made to the teaching methods of delivery and the numbers in individual student groups on the last day of the working week before the start of the winter semester (11.09.2020) at the latest.

⁶ <https://www.jfmed.uniba.sk/en/study/students/organization-of-study/timetables/>

⁷ <https://www.jfmed.uniba.sk/en/study/students/organization-of-study/timetables/>

⁸ <https://www.jfmed.uniba.sk/en/departments/special-purpose-facilities/simulation-education-center/>

⁹ <https://www.jfmed.uniba.sk/en/study/students/organization-of-study/diploma-theses/>

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11. Submission of the final thesis and their subsequent evaluation will be done in AIS-2¹⁰ only and during the period stated in the study schedule¹¹.
12. In line the new issue of Study Regulations, the grades no longer need to be recorded in the credit book. Checking of the grades and their recording is done by the Study department using the AIS-2 system.
13. The date for the Graduation ceremony and the matriculation of 1st year students will be published after the approval for organising public events is issued by the Rector Office CU.
14. The Academic Library is operating a limited service. Students can still borrow and return the books and use the study rooms, however the capacity will be reduced to meet the current hygienic regulations and social distancing rules. More information can be found online ¹²
15. Teachers and students are required to wear facemasks (teachers can also wear a face shield), obey the social distancing rules and regularly disinfect their hands, in line with requirements issued by the Ministry of Education of Slovak Republic, the Public Health Authority and Comenius University.
16. All employees of JFMED CU and PhD students involved in the teaching process are required to complete a health and travel questionnaire. The questionnaire and the instruction for completing it, will be issued by email.
17. If the JFMED CU employee or the student suspects that he/she might have been infected or is Covid-19 positive, he/she must contact the Office of the Registrar by email at janka.trimajova@uniba.sk or call +421 43 2633 310. This information will be then passed to the permanent CU crisis response team.
18. At the entrance of all teaching facilities where the pedagogical process takes place, workplaces will publish a notice stating the conditions under which the student/staff member cannot participate in the pedagogical process¹³ with the instruction how to proceed in the given situation. For students, a teacher will stipulate the requirements and means for substituting the missed classes, or a student may participate in online form of teaching, if such possibility is offered by a given subject.


The above points are subject to change and dependent on how the pandemic situation will evolve.

¹⁰ <https://www.ifmed.uniba.sk/en/study/students/organization-of-study/diploma-theses/>

¹¹ <https://www.ifmed.uniba.sk/en/study/students/organization-of-study/schedule-of-academic-year-20202021/>

¹² <https://www.ifmed.uniba.sk/en/departments/information-workplaces/kniznica/notice/>

¹³ No entry to persons with symptoms of respiratory infection or other symptoms of COVID-19 (body temperature increase, cough, vomiting, diarrhea, sudden loss of taste or smell).

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For regularly updated information, please visit the website of Comenius University and Jessenius Faculty of Medicine. ¹⁴

prof. Andrea Čalkovská, M.D.,DSc.
the Dean of JFMED CU

¹⁴ <https://uniba.sk/spravodajsky-portal/koronavirus/>